



St. Francis

College for Women

Begumpet, Hyderabad-500016

(Autonomous & Affiliated to Osmania University)

IQAC CORE COMMITTEE MEETING -1

Date: 24/06/2024

Venue: PRINCIPAL ROOM

Time: 10:00 am

Review of Previous Year's Performance

The meeting began with a comprehensive review of the achievements and challenges faced in the previous academic year (2023-24) with respect to the quality benchmarks set by the institution. The IQAC Coordinator Dr.P.Roselin presented a detailed analysis of the previous NAAC audit report, highlighting key areas of strength and opportunities for improvement.

Understanding the New NAAC Metrics for 2024-25

One of the key points of discussion was the introduction of new NAAC metrics for the upcoming academic year. The Core Committee, along with the deans, took a close look at the revised criteria outlined by NAAC (National Assessment and Accreditation Council).

Planning of Academic Activities for 2024-25

Besides NAAC preparation, the meeting also focused on planning a wide range of academic activities for the upcoming year.

Principal

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

IQAC Coordinator

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



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IQAC CORE COMMITTEE MEETING 2024-25

Date: 24.06.2024

Venue: IQAC Room

S.no	NAME	DESIGNATION	SIGNATURE
1.	Dr. Uma Joseph	Principal	
2.	Dr. Sr. Sherly E D	Vice-Principal	
3.	MS. Deepa James	Dean of Commerce & Management	-
4.	Dr. S Sunitha	Acting Dean	
5.	Dr. Usha Praveena	Dean of Science	
6.	Dr. P Roselin	IQAC coordinator	
7.	Dr. Kanchana P	IQAC Asst. Coordinator	
8.	Dr. Vidya Jayaram	Criterion 1	
9.	Ms. D B Rekha	Criterion 2	
10.	Dr. Gayathri V	Criterion 3	
11.	Dr. G V Sharada	Criterion 4	
12.	Dr. Vijayalakshmi R	Criterion 5	
13.	Ms. P V S Lakshmi	Criterion 6	
14.	Dr. R Shiny	Criterion 7	

15. Ms. MANJIRI Dean of Arts



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IQAC

CORE COMMITTEE MEETING-2

DATE: 24TH July 2024

Venue: IQAC ROOM

Time: 12:00 pm to 1 pm

Agenda: Formulation of IDP

IQAC had a Core Committee Meeting on 24th July 2024, the agenda was the Formulation and Planning for Drafting the IDP.

Dr. Kanchana briefed about the importance of IDP and Plan of Action to drafting SFC – IDP to all the Coordinators, the coordinators were informed to give their inputs by 2nd Aug 2024. The challenges and opportunities towards different Criteria's were discussed.

Dr. Gayathri: Industry- Academic collaborations to be improved.

Dr. Lakshmi: Upgradation in no. of courses to be offered, has to be achieved. At the same time, she also mentioned that the opportunities given to students through different courses is overwhelming.

Dr. Shiny: Suggested to take the opinion from each department HOD about the SWOC of each department and how they can be converted to opportunities. Mentioned about requirement of Hostel facility provision.


Principal

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**IQAC Coordinator
St. Francis College for Women
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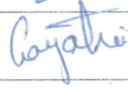



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IQAC CORE COMMITTEE MEETING 2024-25

Date: 24.07.2024

Venue: IQAC Room

Agenda: Formulation of IDP

S.no	NAME	DESIGNATION	SIGNATURE
1.	Dr. P Roselin	IQAC coordinator	
2.	Dr. Kanchana P	IQAC Asst. Coordinator	
3.	Dr. Vidya Jayaram	Criterion 1	
4.	Ms. D B Rekha	Criterion 2	
5.	Dr. Gayathri V	Criterion 3	
6.	Dr. G V Sharada	Criterion 4	
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IQAC CORE COMMITTEE MEETING 2024-25

Dt: 14/08/2024


Venue: IQAC ROOM


Agenda:

- ☐ IDP
- ☐ AQAR 2023-2024
- ☐ Xavier Board

Points Discussed:

- ☐ The short term, midterm and long-term proposals to be forwarded to IQAC mail by 19th August 2024 in the specified format by the coordinators
- ☐ Discussed about funding opportunities under criteria 4 by Dr. Sharada
- ☐ E- resources to be enabled for other colleges.
- ☐ Ramps and audio-visual aids for disabled to be increased (Divyanjan).
- ☐ Data consolidation for AQAR 2023-24 to be started and write ups for the same to be submitted by 27th August 2024.
- ☐ Dr. Roselin and Dr. Kanchana shared with the criteria coordinators that the college is applying for Xavier board awards


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IQAC CORE COMMITTEE MEETING 2024-25

Date: 14.08.2024

Venue: IQAC Room

S.no	NAME	DESIGNATION	SIGNATURE
1.	Dr. P Roselin	IQAC coordinator	
2.	Dr. Kanchana P	IQAC Asst. Coordinator	
3.	Dr. Vidya Jayaram	Criterion 1	
4.	Ms. D B Rekha	Criterion 2	
5.	Dr. Gayathri V	Criterion 3	
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IQAC CORE COMMITTEE MEETING 2024-25

Date: 13/09/2024

Venue: IQAC ROOM

Agenda: IDP Final Draft & AQAR 2023-24 schedule

ATR:

As per the discussion of the previous meeting the IDP draft was formulated and finalised.

Minutes of the Meeting

The criteria coordinators have been duly informed regarding the collation and preparation of their respective criteria documents. They are required to submit these documents to the Internal Quality Assurance Cell (IQAC) by October 15th, 2024. This step is crucial for ensuring that all necessary information is compiled accurately and in a timely manner.


Following the submission, a thorough review process will be undertaken. The IQAC coordinators, along with the principal, will review the submitted criteria documents to ensure completeness and adherence to the required standards. This review process is expected to be completed by October 30th, 2024. Any necessary revisions or feedback will be addressed during this period to ensure the documents meet the quality benchmarks.

Subsequently, after the review, the tentative final submission of the Annual Quality Assurance Report (AQAR) for the academic year 2023-2024 is scheduled to be completed by November 14th, 2024. This submission marks a significant milestone in the institution's ongoing efforts to maintain and improve quality assurance processes.

Additionally, the Institution Development Plan (IDP) has been reviewed by the principal, and after careful consideration, the Final Draft has been finalized. This finalization represents a strategic step forward in aligning the institution's long-term goals with its quality assurance and improvement objectives.


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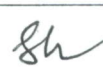
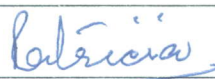


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IQAC CORE COMMITTEE MEETING 2024-25

Date: 13.09.2024

Venue: IQAC Room

S.no	NAME	DESIGNATION	SIGNATURE
3.	Dr. P Roselin	IQAC coordinator	
4.	Dr. Kanchana P	IQAC Asst. Coordinator	
8.	Dr. Vidya Jayaram	Criterion 1	
9.	Ms. D B Rekha	Criterion 2	
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IQAC CORE COMMITTEE MEETING 2024-25

Date: 26TH Nov 2024

Venue: Principal's Office

Agenda: AQAR Review

The meeting began with a review of the AQAR for all the criteria that had been uploaded to the NAAC portal. The criteria coordinators shared their challenges, and the principal took note of the areas requiring attention.

Criteria Review:


- **Criteria 1:** No specific issues discussed.
- **Criteria 2:** There is a need to increase the number of Ph.D. holders.
- **Criteria 3:** Efforts should be made to increase the number of publications in Scopus-indexed journals, as well as to promote consultancy work.
- **Criteria 4:** More faculty members should be encouraged to develop e-content.
- **Criteria 5:** Greater efforts are needed to motivate students to appear for entrance examinations.
- **Criteria 6 & 7:** No specific concerns were raised.

It was suggested that additional documents be included under each criterion, and the coordinators are working to address this. The AQAR submission is scheduled for December 21st, 2024.

The meeting concluded with the principal expressing appreciation and gratitude to the IQAC coordinators and the criteria coordinators for their dedication and hard work.


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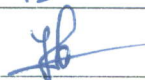




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IQAC CORE COMMITTEE MEETING 2024-25

Date: 26-Nov-2024

Venue: Principal's Office

S.no	NAME	DESIGNATION	SIGNATURE
1.	Dr. Uma Joseph	Principal	
2.	Dr. Sr. Sherly E D	Vice-Principal	
3.	Dr. P Roselin	IQAC coordinator	
4.	Dr. Kanchana P	IQAC Asst. Coordinator	
5.	Dr. S Sunitha	Dean of Commerce & Management	
6.	Dr. Usha Praveena	Dean of Science	
7.	Ms. Manjiri Prashanth	Dean of Arts	
8.	Dr. Vidya Jayaram	Criterion 1	
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IQAC CORE COMMITTEE MEETING 2024-25

Date: 28-Jan-2025

Venue: IQAC Room

Time: 12:00 pm

Agenda:

1. Review of Criteria Shortcomings
2. Seminar for Teaching Staff
3. Internal IQAC Meeting to be organised
4. External Academic Audit Preparation

Minutes:

The IQAC coordinators shared that the AQAR for 2023-24 has been approved by NAAC and the same has been uploaded on the website.

The criterion coordinators are requested to review their respective criteria, identify any shortcomings, and share their feedback with the IQAC coordinators by February 14th. This will help in planning to fill any gaps.


A seminar to be organized for the teaching staff to discuss the upcoming NAAC reaccreditation process and highlight the important role of faculty members in this process.

An internal IQAC meeting with the HODs and a meeting for the SQC representatives will be organized in February.

External Academic Audit to be conducted in the month of April.


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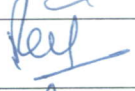




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IQAC CORE COMMITTEE MEETING 2024-25

Date: 28-Jan-2025

Venue: IQAC Room

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4.	Ms. D B Rekha	Criterion 2	
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MEETING WITH SQC REPRESENTATIVES

MINUTES OF THE MEETING 2024-25

Date: 24th February 2025

Time: 10:40 am to 11:20 am

Venue: Seminar Hall of SFIMS, PG Block

Chaired by: Dr. Roseline and Dr. Kanchana

Agenda:

- Discussion on the roles of the Student Quality Circle (SQC)
- The importance of taking faculty feedback seriously
- Collection of feedback and observations from students about their program
- Addressing student grievances with IQAC Coordinators

Minutes of the Meeting:


The IQAC Coordinators briefed the SQC representatives on their roles and highlighted the significance of student feedback for faculty. They emphasized that faculty feedback should be taken seriously, as it influences several key decisions within the institution. Dr. P. Roselin shared that feedback regarding the program would soon be collected through a Google form. Towards the end of the meeting, the representatives were asked to bring up any student grievances, and the following points were raised on behalf of their respective classes. The coordinators also clarified the problem resolution hierarchy:

First, approach the Mentor, If unresolved, escalate to the Head of Department (HOD), if necessary, escalate further to the HOD of the concerned faculty, then, to the Dean and Finally, to the Principal

Student Grievances:

- Timetable issues, with classes being scheduled after college hours
- Attendance concerns due to faculty absence
- Delayed event attendance updates
- PG project students facing problems with IA-2
- Projector malfunctions in classrooms
- Delays in attendance updates on Winnou
- Placement Cell taking over classrooms without prior notice

The meeting concluded with the coordinators explaining that SQC representatives would serve as a bridge between students, faculty, and the IQAC.


Principal

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



IQAC Coordinator
St. Francis College for W
Begumpet, Hyderabad-1

**SQC Reps Meeting
Attendance Sheet**

Date: 24/02/2025

Time: 10:40-11:40 A.M

I PG

S. No	Section	Name	Roll number	Signature
1.	M.COM	Namkatha	121324037007	Namkatha
2.	MICROBIOLOGY	Akshaya Ajay	121324031003	Akshaya
3.	CHEMISTRY			
4.	MASS COM	Sania Tabassum	121324036013	Sania
5.	PSYCHOLOGY			
6.	DATA SCIENCE			
7.	NUT & DIET			
8.	ENGLISH	Shivatrikha Duvalla	121324039002	Shivatrikha → CR
9.	COMP SCI			

II PG

S. No	Section	Name	Roll number	Signature
1.	M.COM			
2.	MICROBIOLOGY	Hannah Glory	121323031026	Hannah
3.	CHEMISTRY			
4.	MASS COM	Saima Husain	121323036015	Saima
5.	PSYCHOLOGY			
6.	DATA SCIENCE			
7.	NUT & DIET	Afeefa Batool	121323029002	Afeefa
8.	ENGLISH			
9.	COMP SCI			
10.	MATHS			

**SQC Reqs Meeting
Attendance Sheet**

Date: 24/02/2025

Time: 10:40-11:40

B.A I year

S. No	Section	Name	Roll number	Signature
1.	HLP	Parvathy	121324001010	Parvathy
2.	HPP	Gayathri	121324003019	Gayathri
3.	EPP			
4.	EPS			
5.	PLP	Elaine Iris Solomon	121324004009	Elaine
6.	PPP			
7.	MLP	Bhupathi Snigdha	121324010002	Bhupathi
8.	MLPY	Varnini Rao T	12132403029	Varnini Rao T

B.A II year

S. No	Section	Name	Roll number	Signature
1.	HLP			
2.	HPP			
3.	EPP			
4.	EPS			
5.	PLP			
6.	PPP			
7.	MLP			
8.	MLS			
9.	MLPY			

B.A III year

S. No	Section	Name	Roll number	Signature
1.	HLP			
2.	HPP			
3.	EPP			
4.	EPS			
5.	PLP	K Sravya	121322004001	K Sravya
6.	PPP			
7.	MLP	LAKSHI THA	121322010004	LAKSHI THA
8.	MLS			
9.	MLPY			

**SQC Reqs Meeting
Attendance Sheet**

Date: 24/02/2025

Time: 10:40-11:40 A.M

Life Sciences B. Sc I Year

S. No	Section	Name	Roll number	Signature
1.	BZC	Ann Maria	121324041010	Ann Maria
2.	BTZC	Subartha Angelide	121324051008	Subartha
3.	MBBCC	Sumjana	121324057003	Sumjana
4.	MBBTC	Hafsa	121324050013	Hafsa
5.	BCCAP	Tanvi P	121324061014	Tanvi
6.	BCBTC	Jessica Catherine	121324056014	Jessica
7.	NUTZOO			
8.	NUTBOT			

Life Sciences B. Sc II Year

S. No	Section	Name	Roll number	Signature
1.	BZC			
2.	BTZC			
3.	MBBCC			
4.	MBBTC			
5.	BCCAP			
6.	BCBTC			
7.	NUTZOO			
8.	NUTBOT			

Life Sciences B. Sc III Year

S. No	Section	Name	Roll number	Signature
1.	BZC			
2.	BTZC			
3.	MBBCC			
4.	MBBTC			
5.	BCCAP	Harshitha Yadav	121322061013	Harshitha
6.	BCBTC			
7.	NUTZOO			
8.	NUTBOT			

**SQC Reps Meeting
Attendance Sheet**

Date: 24/02/2025

Time: 10:40-11:40 A.M

Physical Sciences B. Sc I Year

S. No	Section	Name	Roll number	Signature
1.	MPC			
2.	MPCS			
3.	MECS			
4.	SE H	Mathuku Likitha	121324052032	Likitha
5.	MSCS			

Physical Sciences B. Sc II Year

S. No	Section	Name	Roll number	Signature
1.	MPC			
2.	MPCS			
3.	MECS	B. Lasya Varshini	121323054015	Lasya
4.	SE H			
5.	MSCS			

Physical Sciences B. Sc III Year


S. No	Section	Name	Roll number	Signature
1.	MPC			
2.	MPCS			
3.	MECS			
4.	SE H	K. Bhavana	121322052015	K. Bhavana
5.	MSCS			

**SQC Repts Meeting
Attendance Sheet**



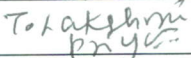
Date: 24/02/2025

Time: 10:40-11:40 A.M



B.COM I Year

S. No	Section	Name	Roll number	Signature
1.	B.COM A & F			
2.	B.COM IB	Samiksha Sadh	121324082046	
3.	B.COM H			
4.	B.COM CAP			
5.	B.COM IPP			

B.COM II Year

S. No	Section	Name	Roll number	Signature
1.	B.COM A & F	Gauri Bang	121323081014	
2.	B.COM IB	Pranya		
3.	B.COM H			
4.	B.COM CAP	M. Diana	121323084033	
5.	B.COM IPP	Tolakeshmi Priya	121323086055	

B.COM III Year

S. No	Section	Name	Roll number	Signature
1.	B.COM A & F			
2.	B.COM IB	Manya Pareek	121322082028	
3.	B.COM H	VAISHNOVI MADUPU	121322083056	
4.	B.COM CAP			
5.	B.COM IPP			

ACKNOWLEDGEMENT



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IQAC Core Committee Meeting 2024-25

Date: 01/03/25

Time: 10:30-11:00

Venue: IQAC room

Agenda

- Planning for Internal Audit
- Planning for Seminar for Teaching staff
- Workshop on IDP by IAE
- Green Audit

Minutes of Meeting

Dr. P. Roselin, the IQAC Coordinator, informed the core committee members that the internal audit for the even semester will take place in April. The criteria coordinators will conduct the internal audit, reviewing the documents related to their respective criteria across all departments. To facilitate this process, the coordinators requested the criteria coordinators to compile a checklist of the required documents and the same will be shared with the Heads of Departments to ensure readiness for the audit. The checklists are to be submitted to the IQAC coordinators by March 5, 2025.

Additionally, a seminar on NAAC reforms has been planned for March. Criteria coordinators, Ms. Lakshmi and Dr. Shiny, have been assigned to attend the IDP workshop conducted by IAE. The insights gained from this workshop will be incorporated into the college's Institutional Development Plan (IDP).

Furthermore, the Green Audit for the academic year 2024-25 will commence in the first week of March, under the coordination of Dr. Dhanalakshmi, Head of the EVS Department.

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IQAC CORE COMMITTEE MEETING 2024-25

Date: 01.03.2025

Venue: IQAC ROOM

S.no	NAME	DESIGNATION	SIGNATURE
1.	Dr. P Roselin	IQAC coordinator	<i>[Signature]</i>
2.	Dr. Kanchana P	IQAC Asst. Coordinator	<i>[Signature]</i>
3.	Dr. Vidya Jayaram	Criterion 1	<i>for dated</i>
4.	Ms. D B Rekha	Criterion 2	<i>[Signature]</i>
5.	Dr. Gayathri V	Criterion 3	
6.	Dr. G V Sharada	Criterion 4	<i>Sharada</i>
7.	Dr. Vijayalakshmi R	Criterion 5	<i>for criteria 5</i>
8.	Ms. P V S Lakshmi	Criterion 6	<i>[Signature]</i>
9.	Dr. R Shiny	Criterion 7	<i>[Signature]</i>



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IQAC External Meeting -Minutes

2024-25

Date: 21/03/2025

Venue: Board Room

Attendees:

Dr. Uma Joseph - Principal & Chairperson, IQAC

Sr. Carmili 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. Manjri Prashanth, Dean of Arts

Dr. Sunitha S, Dean of Commerce

Dr. Alice Esther David – COE

Prof. B Lavanya – External Member, IQAC

Mr. Mukund - External Member, IQAC

Dr. Geetha Vemuganti- External Member, IQAC

Dr. Gaurav Gupta - External Member, IQAC

Mr. Kiran K Somalanka- External Member, IQAC

Student Representatives

IQAC Core Committee Members

Other Faculty Members

Agenda

- Prayer
- Welcome Address
- Presentation of Minutes and Action Taken Report
- College Activities 2024-25 –A Glimpse
- Presentation of Results
- Quality Initiatives and Discussion on Plan of action for the next academic year
- Suggestions from External members for Sustenance and Enhancement of Quality in the Institution
- Any other matter with the permission of the chair
- Vote of Thanks

1. **Welcome and Opening Remarks:** Dr. Uma Joseph- Principal and Chairperson – IQAC, welcomed the attendees and emphasized the college's commitment to maintaining quality standards.

2. **Approval of Previous Minutes and ATR:** Dr. Kanchana presented the minutes of the previous year's meeting and the Action Taken Report (ATR) report. The panel unanimously approved the minutes.

3. **Presentation of College Initiatives:** The members present viewed a video presentation highlighting the colleges activities and initiatives for the academic year 2023-24 and expressed their appreciation. Dr. Roselin, presented the various quality initiatives implemented during the past year and proposed actions for the upcoming year.

4. Plan of Action:

- Initiate- Introduction of Dual Degree Programs with Universities Abroad- CWRU, Canadian West University, Dallas Baptist University
- Initiate- Reorganisation of Departments into schools- School of Life Sciences
- Introduction of Innovative Teaching Methods- Flipped classroom, Use of AI based Tools, E Content Development
- Set Research Goals- Department wise, Faculty Wise and for Students
- Seed Money for students
- Upgradation of Laboratories
- Renovation of Canteen
- Sign more MoUs with Companies to increase Internships and Placements
- Innovation and Entrepreneurship
- Faculty Development Programs

- Increase Rain Water Harvesting Pits
- Sound Proof Auditorium
- Increase Solar Panels
- Renovation of Green House & Poly House
- Prepared the area for cultivating Medicinal Plants

5. Discussions:

Prof B Lavanya, Dean UGC Affairs, OU, Hyderabad

Develop Quality Benchmarks

Establish clear, measurable quality benchmarks for academic and administrative activities to ensure continuous improvement and accountability.

1. **Implement New Administrative Measures**

Introduce streamlined, transparent, and technology-driven administrative procedures to enhance efficiency and responsiveness in institutional operations.

2. **Adopt Innovative Teaching Methods**

Encourage faculty to integrate modern pedagogical techniques such as flipped classrooms, blended learning, experiential learning, and use of ICT tools to foster better student engagement and learning outcomes.

3. **Feedback Collection and Outcome Analysis**

Systematically collect feedback every semester from students, faculty, and stakeholders. Analyze the data to evaluate the effectiveness of initiatives and implement corrective actions where necessary.

4. **Conduct Workshop on NAAC and IQAC for Students**

Organize a dedicated workshop to raise student awareness about NAAC (National Assessment and Accreditation Council) and IQAC (Internal Quality Assurance Cell), emphasizing their role in institutional quality enhancement.

5. **Workshop on Question Paper Setting**

Hold a specialized workshop for faculty on the principles of effective question paper setting, focusing on alignment with course outcomes, Bloom's taxonomy, and assessment integrity.

6. **Conduct Mid-Semester Course Outcome (CO) Mapping**

Carry out the mapping of Course Outcomes (COs) at the mid of the semester to assess the alignment between instructional delivery and expected learning outcomes, and make timely pedagogical adjustments if needed.

Response:

1. **Quality Benchmarks** – Quality benchmarks are set for staff at the beginning of each academic year to ensure accountability and improvement.
2. **Administrative Measures** – Technology-driven and transparent systems are implemented to enhance efficiency and responsiveness in administration.
3. **Innovative Teaching** – Faculty actively adopt modern pedagogical methods and ICT tools to foster better student engagement and learning outcomes.
4. **Feedback & Analysis** – Structured feedback is collected at the end of every semester, analyzed systematically, and used for corrective actions and continuous improvement.
5. **NAAC & IQAC Workshop** – Dedicated workshops are conducted for both staff and students to raise awareness of institutional quality assurance processes.
6. **Question Paper Setting Workshop** – FIP is organized, particularly for new faculty, to ensure question papers align with course outcomes and Bloom's taxonomy.
7. **Mid-Semester CO Mapping** – Course Outcome (CO) mapping is carried out mid-semester to assess alignment with learning outcomes and make timely pedagogical adjustments.

Dr. Geetha Vemuganti , Pathologist and Scientist, LVPEI

Former Sr Prof & Founder Dean, School of Medical Sciences

1. **Curriculum Harmonization with Global Standards**
Align and benchmark the institutional curriculum with international academic standards to ensure global relevance and competitiveness.
2. **Increase Grants for Research and Development**
Advocate for enhanced allocation of institutional and external grants to support cutting-edge research, innovation, and academic initiatives. Dr.Geetha acknowledged and appreciated the faculty's efforts in securing patents
3. **Presentation of Activities in Line with NEP 2020**
Clearly map and present institutional activities and reforms as compliant with the National Education Policy (NEP) 2020 framework.
4. **Strengthening the Institutional Ethics Committee**
Enhance the functioning and governance of the Institutional Ethics Committee to ensure ethical standards in research and academic practices.
5. **Inclusion of Basic Emerging Skill Courses in Health Sciences**
Integrate foundational courses on emerging health-related skills to equip students with relevant knowledge in public health, digital health, and wellness.

6. Organization of Skill-Oriented Training Programs

Conduct training programs aligned with emerging skill requirements, ensuring students and faculty remain industry- and research-ready.

7. Emphasis on Sustainable Development Goals (SDGs)

Align institutional goals with the United Nations Sustainable Development Goals, integrating them into academic, research, and community outreach activities.

8. Introduction of Four-Year Undergraduate Programs with Credit System

Launch flexible four-year degree programs with a comprehensive credit-based structure, facilitating multidisciplinary learning and research opportunities.

9. Encouragement of Visiting Professors and Expert Talks

Facilitate regular lectures and sessions by visiting professors and industry experts to enrich academic exposure and cross-disciplinary learning.

10. Grant Writing Workshops

Organize dedicated workshops on effective grant writing to enhance faculty competence in securing funding from national and international agencies.

11. Promotion of Summer Internships

Encourage student participation in prestigious summer internship programs such as those offered by the Indian Academy of Sciences to foster research aptitude.

12. Promotion of Experiential and Practical Learning

Strengthen hands-on and experiential learning components across programs to bridge the gap between theory and real-world application.

Response:

1. Curriculum Harmonization with Global Standards

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

2. Increase Grants for Research and Development

Yes, efforts are being made to increase grants for Research and Development, and the number of patents filed and granted by the institution has shown a significant rise in recent years

3. Presentation of Activities in Line with NEP 2020

We are making efforts 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

4. Strengthening the Institutional Ethics Committee

Enhance the functioning and governance of the Institutional Ethics Committee to ensure ethical standards in research and academic practices.

5. Inclusion of Basic Emerging Skill Courses in Health Sciences

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

6. Organization of Skill-Oriented Training Programs

Several departments regularly conduct training programs and workshops to equip students with emerging skills and keep them industry- and research-ready.

7. Emphasis on Sustainable Development Goals (SDGs)

The Department shall align its goals with the United Nations Sustainable Development Goals (SDGs) by embedding them into academic programs, research initiatives, and community outreach activities

8. Introduction of Four-Year Undergraduate Programs with Credit System

One flexible four-year degree program with a credit-based structure (B.Sc. software Engineering) is running and efforts are being made to expand further. However, the introduction of additional programs depends on approval from the affiliating university

9. Encouragement of Visiting Professors and Expert Talks

All departments regularly organize guest lectures and sessions by eminent academicians and industry experts to enhance academic exposure and promote cross-disciplinary learning

Grant 10. Writing Workshops

The Research cell shall organize dedicated workshops on effective grant writing to enhance faculty competence in securing funding from national and international agencies

11. Promotion of Summer Internships

The institution encourages students to participate in prestigious internship programs, and many students have already undertaken such opportunities. To foster research aptitude, students are motivated and supported through attendance considerations

12. Promotion of Experiential and Practical Learning

Many hands-on and experiential learning components are already integrated into our programs, and further efforts will be made to strengthen them to better bridge the gap between theory and real-world application

Mr. Kiran Somalanka, Legal Advocate, Hyderabad.

1. Recommended teachers to effectively teach memory techniques to students.
2. Encourage the conservation of natural resources by reducing water usage and help channel the students' inner drive and passion.

The institution will promote the conservation of natural resources through reduced water usage and motivating students to channel their inner drive and passion towards sustainable practices.

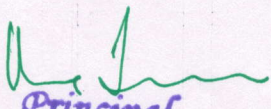
Gaurva gupta, Manager, AIC T-HUB

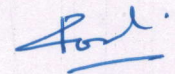
1. Commercialization of research translate research to products.
2. Collaboration and practical exposure can be improved.

Response:

The institution shall work towards the commercialization of research by translating outcomes into viable products, while also strengthening collaboration and enhancing practical exposure to enrich learning and research outcomes.

The meeting concluded on a positive note, appreciating the college's quality initiatives and future plans for improvement. The external members expressed their willingness to support the institution's endeavours. The session ended with a Vote of Thanks proposed by Dr. Vijayalakshmi, Asst Professor, Department of Commerce.


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


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





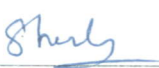
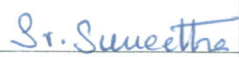


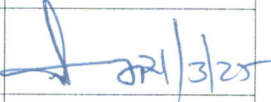




St. Francis
College for Women
Begumpet, Hyderabad-500016
(Autonomous & Affiliated to Osmania University)

EXTERNAL IQAC MEETING 2024-25

Date: 21-March -2025

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	
Dr. Gaurav Gupta	Industry Nominee	Attended online
Mr. Kiran K Somalanka	Nominee - Local Society	
Mr. Mukund G	Branch Head, Matrix Business Services	
Dr Alice Esther David	Controller of Exams	
Ms. Deepa Samuel	Special Invite	

Dr. Usha Praveena V. J	Dean of Sciences	<i>Usha Praveena</i>
Dr. Sunitha Singam	Dean of Commerce	
Ms. Manjari Prashantha	Dean of Arts	<i>Manjari</i>
Dr. Vidya Jayaram	Criterion 1	<i>Vidya</i>
Ms. D B Rekha	Criterion 2	<i>Rekha</i>
Dr. Gayathri V	Criterion 3	<i>Gayathri</i>
Dr. G V Sharada	Criterion 4	
Dr. Vijayalakshmi R	Criterion 5	<i>Vijayalakshmi</i>
Ms. P V S Lakshmi	Criterion 6	<i>Lakshmi</i>
Dr. R Shiny	Criterion 7	<i>R. Shiny</i>
Dr. Sinjini B	Coordinator – Centre for International Studies	<i>Sinjini Bhatnagar</i>
Lt. Marie Thomas	Placement Officer	<i>Marie Thomas</i>
Ms. Vijaya kumari K	NSS Coordinator	<i>Vijaya</i>
Ms. B. Geetha	Librarian	<i>B. Geetha</i>
Mr. Syed Farooq Kamal	HoD, Physical Education	<i>Syed Farooq</i>
Ms. G. Dhanalakshmi	HoD, EVS	<i>G. Dhanalakshmi</i>
Rupali	Coordinator - UBA	<i>Rupali</i>
Ms. Suchitra Savant	Senior Administrative Officer	<i>Suchitra Savant</i>
Carol Alexander	President (BMS 3)	<i>Carol</i>
Misha Agarwal	General Secretary (PG)	<i>Misha</i> 21/3/25
Umme Aiman	General Secretary (UG)	<i>Umme Aiman</i>
Ch Virajita	Cultural Secretary (B.Sc.)	<i>Virajita</i>

FACULTY MEETING

Date: 10th June 2024

Venue: Capitanio Hall

Time: 11:30am – 1:00pm

Agenda:

- Welcoming the Faculty to New academic year 2024 – 2025.
- Introduction of New committee coordinators for the academic year 2024 - 2025.
- Introduction of Newly joined Faculty members.
- Brief report on Study tour of Art and Culture, to Paris.
- Information related to rules and regulations for teaching staff reg leave application.
- Sharing Exam results of Odd semester by Controller of Exams.
- CO – PO Mapping through Winnou.net.

Discussions and Resolutions:

- Faculty meeting 2024 – 2025, started with a small prayer session by Sr. Carmali Thaniath, Correspondent and the management members.
- Dr. Uma Joseph, Principal, welcomed the Faculty to the new academic year 2024 – 2025.
- Dr. Uma Joseph, Principal, presented a brief report on Study tour of Art and Culture, to Paris through a video presentation.
- The Faculty, who had been to Paris tour, Dr. Jyothi Rani, Dr. Reena Deewan and Dr. Basanthi have shared their experience of the tour with the Faculty members.
- Dr. Sr. Sujatha Yeruva, HoD, Department of Computer Science shared information regarding MoU with Anderson University, USA.
- Dr. Uma Joseph requested newly joined Faculty members to introduce themselves to the SFC Faculty members in the meeting.
- Sr. Carmali Thaniath, Correspondent briefed the staff on rules and regulations related to leave application for teaching faculty.
- Dr. Alice David, Controller of Exams presented the Even semester results of UG & PG courses.
- Ms. Afeefa Noorain, IT Admin, demonstrated the CO – PO Mapping process through sfc.winnou.net. This would help the teaching faculty to complete the mapping at a quicker pace due to automation.

Compiled by

Sunita. D

Student Advisor, PG

Teaching Staff Meeting

Date : 07/08/2024

Venue : Capitanio Hall


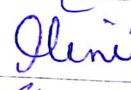
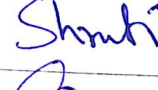











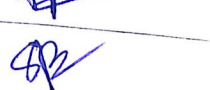
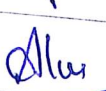

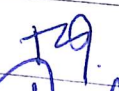

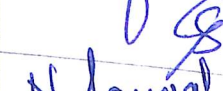

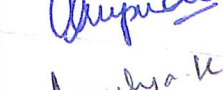
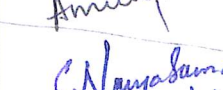

Time : 2 pm

S.No.	Name of the Lecturer	Department	Signature
1.	Dr. Uma Joseph	Principal	
2.	Dr. Sr. Sherly	Vice-Principal	
3.	Ms. Latha S	Commerce	
4.	Ms. A. Padmaja	Commerce	Latha
5.	Dr. Vanisree T	Commerce	A. Padmaja
6.	Ms. Hari Kalyani	Commerce	Vanisree
7.	Dr. R. Shiny	Commerce	Hari Kalyani
8.	Dr. G.V. Sharada	Commerce	
9.	Dr. Savitha Sukumar	Commerce	R. Shiny
10.	Dr. S. Sunita	Commerce	G.V. Sharada
11.	Ms. Vijaykumari K	Commerce	S. Sunita
12.	Ms. Vijaylakshmi R	Commerce	Vijaykumari K
13.	Ms. Manisha Kulkarni	Commerce	Vijaylakshmi R
14.	Ms. Lilly Kansal	Commerce	Manisha Kulkarni
15.	Ms. Latha G	Commerce	Lilly Kansal
16.	Dr. Richa Mehta	Commerce	Latha G
17.	Ms. Nida Suleman	Commerce	Richa Mehta
18.	Ms. Madhura Ayachit	Commerce	Nida Suleman
19.	Ms. P N Prashanti	Commerce	Madhura Ayachit
20.	Sr. Dorine	Commerce	P N Prashanti
21.	Ms. Elisa Thomas	Commerce	Sr. Dorine
22.	Mr. Vamshi Krishna	Commerce	Elisa Thomas
		Commerce	Vamshi Krishna

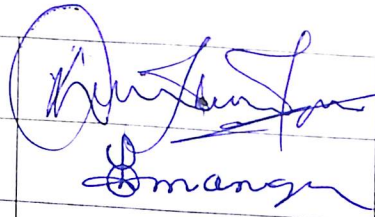

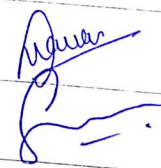
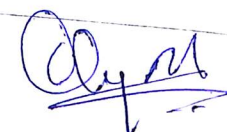
23.	Ms. Carol Ann A.R	Commerce	<i>Carol Ann</i>
24.	Dr. Mahnoor S	Management	<i>D</i>
25.	Ms. G Angelina	Management	
26.	Ms. Suwarna	Management	<i>A-Suwarna</i>
27.	Dr. Shalini K Menon	Management	<i>Shalini</i>
28.	Dr. Subi Varghese	B.Voc	<i>Subi</i>
29.	Ms. Shalini William	B.Voc	<i>Shalini</i>
30.	Mr. Alwyn D	B.Voc	<i>Alwyn</i>
31.	Dr. D. Sumalatha	Chemistry	<i>D. Sumalatha</i>
32.	Dr. Saritha Aduri	Chemistry	
33.	Dr. Shikha Chander	Chemistry	
34.	Dr. M. Bhargavi	Chemistry	<i>M. Bhargavi</i>
35.	Dr. K Sushmitha	Chemistry	<i>K. Sushmitha</i>
36.	Ms. Prashanthi B	Chemistry	<i>Prashanthi</i>
37.	Ms. Lakshmi Madhuri	Chemistry	<i>Madhuri</i>
38.	Ms. Prashanthi V	Chemistry	<i>V-prashanthi</i>
39.	Dr. Sabiha Fathima	Chemistry	<i>Sabiha</i>
40.	Dr. Asha D	Chemistry	<i>Asha</i>
41.	Dr. B Uma Rani	Chemistry	
42.	Ms. Karuna K S	Chemistry	<i>Karuna</i>
43.	Ms. Sumaiya	Chemistry	<i>Sumaiya</i>
44.	Dr. Usha Praveena V J	Physics	<i>Usha</i>
45.	Ms. Devy	Physics	<i>Devy</i>
46.	Dr. Rekha Jaichander	Maths	<i>Rekha</i>
47.	Ms. Ramanjana	Maths	<i>K. Ramanjana</i>

48.	Ms. Surya Vardhani	Maths	<i>Sn</i>
49.	Ms. K Lavanya	Maths	<i>K. Lavanya</i>
50.	Ms. Lavanya B	Maths	<i>Lavanya</i>
51.	Ms.A. Divya Hancyna	Maths	
52.	Dr. Sr.Mary Jacintha	Maths	
53.	Dr. Ch.Yugandhar	Statistics	
54.	Ms. G Priyanka	Statistics	<i>Priyanka</i>
55.	Ms. M. Sruthi Sagar	Statistics	<i>Sruthi</i>
56.	Ms. Manisha	Statistics	<i>Manisha</i>
57.	Ms. Sushma bulusu	Electronics	<i>Sushma</i>
58.	DR. Sr. Sujatha Yeruva	Comp. Sc.	<i>S. Sujatha Yeruva</i>
59.	Ms. Vanilakshmi	Comp. Sc.	<i>Van</i>
60.	Ms. Sowjenya	Comp. Sc.	<i>Sj</i>
61.	Ms. Padmasree	Comp. Sc.	
62.	Ms. B. Kavitha	Comp. Sc.	<i>Kes</i>
63.	Ms. D.B. Rekha	Comp. Sc.	<i>Rekha</i>
64.	Ms. Jyothi B	Comp. Sc.	<i>Jyothi</i>
65.	Ms. Prabhmeet Kaur	Comp. Sc.	<i>Prabhmeet</i>
66.	Ms. Afeefa Noorain	Comp. Sc.	<i>Afeefa</i>
67.	Ms. Khalida Tabassum	Comp. Sc.	<i>Khalida</i>
68.	Ms. Shobana	Comp. Sc.	<i>Shobana</i>
69.	Ms. Savithri	Comp. Sc.	<i>Savithri</i>
70.	Ms. R.S Sumalatha	Comp. Sc.	<i>Suma</i>
71.	Ms. P Renuka	Comp. Sc.	<i>Renuka</i>
72.	Ms. G Rajeshwari	Comp. Sc.	<i>Rajeshwari</i>

73.	Ms. Preethi Geetla	Comp. Sc.	<u>Preethi</u>
74.	Ms. Ummya Mohammedi	Comp. Sc.	<u>U</u>
75.	Ms. Divya	Comp. Sc.	<u>Divya</u>
76.	Ms. Johnson Jenifer	Comp. Sc.	<u>J. Jenifer</u>
77.	Ms. Allada Keerthana	Comp. Sc.	
78.	Ms. Induri Sreelakshmi	Comp. Sc.	<u>Induri</u>
79.	Dr. Vidya Jayaram	Zoology	<u>Vidya</u>
80.	Dr. Jyothi Rani	Zoology	<u>Jyothi</u>
81.	Ms. Sangam Sravanthi	Zoology	<u>S. Sravanthi</u>
82.	Dr. A Padmini	Zoology	
83.	Dr. Basanti C	Botany	<u>Basanti C</u>
84.	Dr. Revathi.S	Botany	<u>S. Revathi</u> 7/8/24
85.	Dr. S P Kanchana	Biochemistry	<u>S. Kanchana</u>
86.	Ms. S. Malathi Varma	Biochemistry	<u>S. Malathi</u>
87.	Dr. G Sony	Biochemistry	<u>G. Sony</u>
88.	Ms. T Ritika	Biochemistry	<u>Ritika</u>
89.	Dr. Roselin P	Microbiology	<u>Roselin</u>
90.	Dr. Anitha Thomas	Microbiology	<u>Anitha</u>
91.	Dr. Gayathri V	Microbiology	<u>Gayathri</u>
92.	Ms. D. Sunita	Microbiology	<u>D. Sunita</u>
93.	Dr. Arsheen Tabassum	Microbiology	<u>Arsheen</u>
94.	Dr. B. Arunasree	Microbiology	<u>B. Arunasree</u>
95.	Ms. K. Swathi	Microbiology	<u>K. Swathi</u>
96.	Ms. Suman	Microbiology	<u>Suman</u>
97.	Ms. Shouni Niveditha	Biotechnology	<u>Shouni</u>

98.	Dr. Deepa Switha	Biotechnology	
99.	Ms. Mini Fernandez	Biotechnology	
100.	Ms. Shruti Joshi	Biotechnology	
101.	Ms. G Dhanalakshmi	EVS	
102.	Ms. Tabitha Ramona	Nutrition	
103.	Ms. Patricia Michael	Nutrition	
104.	Ms. Indu Bhargavi	Nutrition	
105.	Ms. Durga Nandini V	Nutrition	
106.	Ms. M. Umamaheswari	Nutrition	
107.	Ms. N. Spandana	Nutrition	
108.	Ms. Geelolu Vinya Tejashvi	Nutrition	
109.	Ms. Sunchu Sai Keerthi	Nutrition	
110.	Ms. Rooman Deb	History	
111.	Mr. M Suresh Singh	History	
112.	Dr. Afshan Shireen	Political Sc.	
113.	Dr. Sinjini	Political Sc.	
114.	Dr. Alice Esther	Economics	
115.	Dr. K. Sirisha	Economics	
116.	Ms. Rupali	Pub. Ad.	
117.	Mr. Harshavardhan	Pub. Ad.	
118.	Ms. Geetha Kumari S	Psychology	
119.	Dr. Nandini Sanyal	Psychology	
120.	Ms. Rajan Arupuda	Psychology	
121.	Ms. Amulya K	Psychology	
122.	Ms. Navya Suma	Psychology	

123.	Ms. K Ramya	Psychology	<u>Ramya</u> 7/8/24
124.	Ms. Akanksha	Psychology	
125.	Ms. X. Stella Martina	English	<u>X. Stella</u> 7/8/24
126.	Ms. Swaswati M	English	<u>Swaswati M.</u>
127.	Ms. P.V.S. Lakshmi	English	<u>Lakshmi</u> 7/8/24
128.	Dr. Reena Dewan	English	<u>Reena</u> 7/8/24
129.	Ms. Bernadette	English	<u>Bernadette</u> 7/8/24
130.	Ms. N Carolyn	English	<u>N. Carolyn</u> 7/8/24
131.	Mr. Gokul S Kumar	English	<u>Gokul S</u>
132.	Mr. Thota Venkata Uma Mahesh	English	<u>T.V.U. Mahesh</u> 7/8/24
133.	Ms. Akansha Kunjalwar	English	<u>Akansha</u> 7/8/24
134.	Ms. Emil Mathew	English	<u>Emil Mathew</u> 7/8/24
135.	Ms. Timee Ronra Shimray	English	<u>Timee</u> 07/08/24
136.	Ms. Aksa Sara Lal	English	<u>Aksa</u> 07/08/24
137.	Ms. Divya C Kappen	English	<u>Divya</u>
138.	Ms. Geeta G	Social Mgt.	
139.	Mr. Clement Babu	Mass Comm.	<u>Clement</u>
140.	Mr. Ravi Kumar	Mass Comm.	<u>Ravi</u> 7.8.24
141.	Ms. T Suzan Spurthi	Mass Comm.	<u>Suzan</u> 7/8/24
142.	Ms. Serah Vinodhini	Mass Comm.	<u>Serah</u> 7/8/24
143.	Dr. Surekha Chavan	Hindi	<u>Surekha</u> 07/08/24
144.	Dr. Azad	Hindi	<u>Azad</u>
145.	Ms. Manjiri Prashant	Sanskrit	<u>Manjiri</u>
146.	Dr. Dhananjaya	Sanskrit	<u>Dhananjaya</u> 7/8/24
147.	Ms. Swetha Rachel	French	<u>Swetha</u>

148.	Mr. Nitindravid P. R	French	
149.	Dr. Lingala Mangamma	Telugu	
150.	Ms. Geetha	Librarian	
151.	Mr. Syed Farooq	Physical Edn.	
152.	Ms. Amita Daniel	Physical Edn.	
153.	Lt. Marie Thomas	NCC & Placement	
154.	Ms. Maurvi	Counselor	
155.	Ms. Komarraju Soujanya	Counselor	
156.	Ms. Sharon	Mass Comm	
157.	Ms. T Navyasri	Maths	
158.	Ms. T Nikitha	Economics	
159.	Dr. Margaret Francis	Social Manager	

FACULTY MEETING

Date: 07th August 2024

Venue: Capitanio Hall

Time: 2: 00pm

The staff meeting started with the Principal's greetings and prayer led by Sr. Carmali especially remembering victims of natural calamities and political turmoil as well as staff members who are not well.

The main points discussed were

- Ms. Geeta Gianchandani is on leave for this semester and Dr. Margaret Francis is stepping in for which she was thanked
- CoE Dr. Alice and Additional CoE Dr. Anitha were thanked for the smooth running of exams
- Head of the Departments, Deans and Student Advisors were thanked for their efforts.
- Staff members were thanked for their work so far in the semester
- The Principal Dr. Uma Joseph enquired about the attendance during IA one and the staff agreed that attendance remained high.
- It was decided that all students who have not written first IA, must meet Deans with their parents. No retest will be conducted for these student who can only write second IA
- Staff members who have submitted papers, chaired sessions, attended conference or were called as resource persons were appreciated.
- Regarding admissions - except Dost, all other admissions are completed
- PG - 3 departments are starting on 8th of August and the others on 22nd August.
- Sfc MRP interview is scheduled for the 8th of August, 2024
- Independence Day celebrations will be graced by a Brigadier and staff were requested to encourage students to be part of the celebrations
- Sr. Carmali spoke about the picnic and gave instructions for the same.
- UBA - Ms. Rupali and her team were thanked for their work. Tabita shared her experience of the visit. Their program was oriented towards building awareness on health and hygiene. Students demonstrated basic hygiene and techniques for safe drinking water, as well as low cost balanced diet recipes. Dr. Mangamma spoke about the awareness building regarding Sukanya Samriddhi scheme after with 20 families showed their desire to enroll in the program. Ms. Dhanalakshmi spoke about the awareness building on composting and creation of the KWMC - 9 members committee.
- 2 more units added to NSS which brings the total units to 6 units at St. Francis College
- Information was shared regarding organization of industrial visits
- Staff were also reminded of the Paris trip in May
- It was suggested that to maintain good relations with Parent university, guest lectures inviting professors for Osmania University can be organized atleast once a year.
- Letter of approval for MBA course has been received and the college will be moving forward to receiving affiliation from Osmania University.
- The staff was informed the criteria for Associate Professorship that includes 15 yrs of service at St. Francis College and Scopus publications among other things
- Dr. Uma Joseph also requested staff members to apply for the State best teacher award
- Dr. Sr. Shirley let the staff know the plan to shift Zero Hour from Friday to Wednesday
- Regarding the issuing of Letter of Recommendation it was decided that all students who apply for LOR should be provided atleast with a basic recommendation letter to help their academic progression

The meeting concluded with the Principal Dr. Uma Joseph thanking everyone for participation in the meeting.

Teaching Staff Meeting






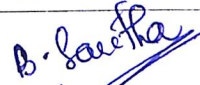

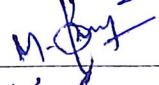
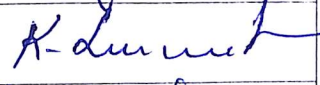


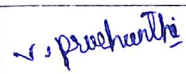





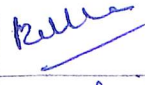


Date : 07/10/2024

Venue : Capitanio Hall

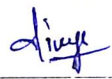




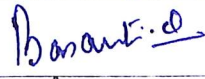

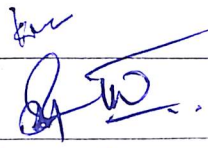
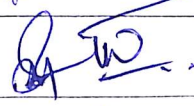
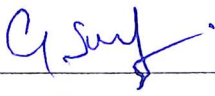

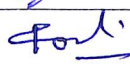
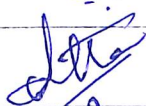

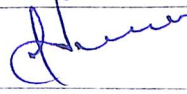


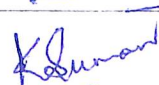


Time : 11.30 am

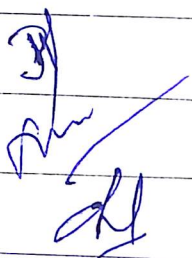
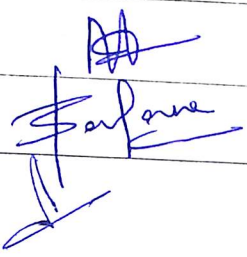


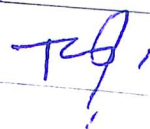

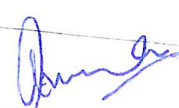
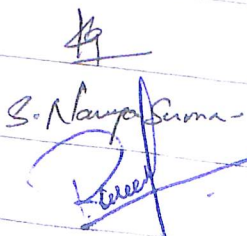
S.No.	Name of the Lecturer	Department	Signature
1.	Dr. Uma Joseph	Principal	
2.	Dr. Sr. Sherly	Vice-Principal	
3.	Sr. Carmali Thaniath	Correspondent	
4.	Ms. Latha S	Commerce	Latha S
5.	Ms. A. Padmaja	Commerce	A. Padmaja
6.	Dr. Vanisree T	Commerce	
7.	Ms. Hari Kalyani	Commerce	
8.	Dr. R. Shiny	Commerce	R. Shiny
9.	Dr. G.V. Sharada	Commerce	
10.	Dr. Savitha Sukumar	Commerce	Sh
11.	Dr. S. Sunita	Commerce	S. Sunita
12.	Ms. Vijaykumari K	Commerce	Vijaykumari K
13.	Dr. Vijaylakshmi R	Commerce	Vijaylakshmi R
14.	Ms. Manisha Kulkarni	Commerce	Manisha Kulkarni
15.	Ms. Lilly Kansal	Commerce	Lilly Kansal
16.	Ms. Latha G	Commerce	Latha G
17.	Dr. Richa Mehta	Commerce	
18.	Ms. Nida Suleman	Commerce	Nida Suleman
19.	Ms. Madhura Ayachit	Commerce	Madhura Ayachit
20.	Ms. P N Prashanti	Commerce	P N Prashanti
21.	Sr. Dorine	Commerce	Sr. Dorine
22.	Ms. Elisa Thomas	Commerce	Elisa Thomas


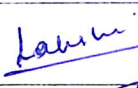
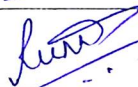
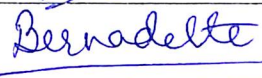
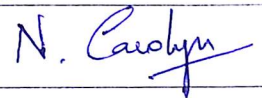

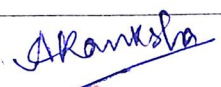

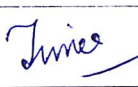
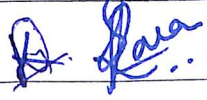

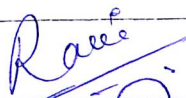
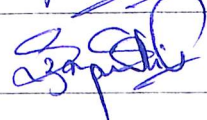


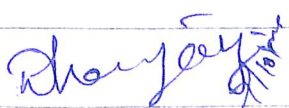
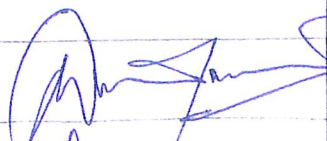

classmate

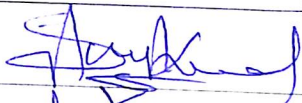
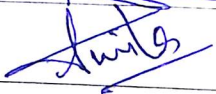

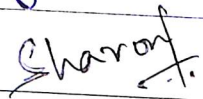
23.	Mr. Vamshi Krishna	Commerce	
24.	Ms. Carol Ann A.R	Commerce	
25.	Dr. Mahnoor S	Management	
26.	Ms. Suwarna	Management	A- Suwarna
27.	Dr. Shalini K Menon	Management	
28.	Dr. Subi Varghese	B.Voc	
29.	Ms. Shalini William	B.Voc	
30.	Dr. D. Sumalatha	Chemistry	D. Sumalatha
31.	Dr. Saritha Aduri	Chemistry	
32.	Dr. Shikha Chander	Chemistry	
33.	Dr. M. Bhargavi	Chemistry	
34.	Dr. K Sushmitha	Chemistry	
35.	Ms. Prashanthi B	Chemistry	
36.	Ms. Lakshmi Madhuri	Chemistry	
37.	Ms. Prashanthi V	Chemistry	
38.	Dr. Sabiha Fathima	Chemistry	
39.	Dr. Asha D	Chemistry	
40.	Ms. Karuna K S	Chemistry	
41.	Ms. Sumaiya	Chemistry	
42.	Dr. Usha Praveena V J	Physics	
43.	Ms. Devy	Physics	
44.	Dr. Rekha Jaichander	Maths	
45.	Ms. Ramanjana	Maths	
46.	Ms. Surya Vardhani	Maths	
47.	Ms. K Lavanya	Maths	K. Lavanya

48.	Ms. Lavanya B	Maths	Lavanya
49.	Ms.A. Divya Hancyna	Maths	A. Divya
50.	Dr. Sr.Mary Jacintha	Maths	
51.	Dr. Ch.Yugandhar	Statistics	
52.	Ms. G Priyanka	Statistics	
53.	Ms. M. Sruthi Sagar	Statistics	
54.	Ms. Manisha	Statistics	
55.	Ms. Sushma bulusu	Electronics	
56.	Dr. Sr. Sujatha Yeruva	Comp. Sc.	Prashma
57.	Ms. Vanilakshmi	Comp. Sc.	Ms.
58.	Ms. Sowjenya	Comp. Sc.	SS
59.	Ms. Padmasree	Comp. Sc.	for
60.	Ms. B. Kavitha	Comp. Sc.	MS
61.	Ms. D.B. Rekha	Comp. Sc.	Rekha
62.	Ms. Jyothi B	Comp. Sc.	Jyothi
63.	Ms. Prabhmeet Kaur	Comp. Sc.	
64.	Ms. Afeefa Noorain	Comp. Sc.	
65.	Ms. Khalida Tabassum	Comp. Sc.	KT
66.	Ms. Shobana	Comp. Sc.	Shobana
67.	Ms. Savithri	Comp. Sc.	
68.	Ms. R.S Sumalatha	Comp. Sc.	
69.	Ms. P Renuka	Comp. Sc.	Renuka
70.	Ms. G Rajeshwari	Comp. Sc.	Rajeshwari
71.	Ms. Preethi Geetla	Comp. Sc.	Preethi
72.	Ms. Ummya Mohammedi	Comp. Sc.	Ummya

73.	Ms.Divya	Comp. Sc.	
74.	Ms. Johnson Jenifer	Comp. Sc.	
75.	Ms. Allada Keerthana	Comp. Sc.	
76.	Ms. Induri Sreelakshmi	Comp. Sc.	
77.	Dr. Vidya Jayaram	Zoology	
78.	Dr. Jyothi Rani	Zoology	
79.	Ms. Sangam Sravanthi	Zoology	
80.	Dr. A Padmini	Zoology	
81.	Dr. Basanti C	Botany	
82.	Dr. Revathi.S	Botany	
83.	Dr. S P Kanchana	Biochemistry	
84.	Ms. S. Malathi Varma	Biochemistry	
85.	Dr. G Sony	Biochemistry	
86.	Ms. T Ritika	Biochemistry	
87.	Dr. Roselin P	Microbiology	
88.	Dr Anitha Thomas	Microbiology	
89.	Dr. Gayathri V	Microbiology	
90.	Ms. D. Sunita	Microbiology	
91.	Dr. Arsheen Tabassum	Microbiology	
92.	Dr. B. Arunasree	Microbiology	
93.	Ms. K. Swathi	Microbiology	
94.	Ms.Suman	Microbiology	
95.	Ms. Shouni Niveditha	Biotechnology	
96.	Dr. Deepa Switha	Biotechnology	
97.	Ms. Mini Fernandez	Biotechnology	

98.	Ms. Shruti Joshi	Biotechnology	Shruti
99.	Ms. G Dhanalakshmi	EVS	
100.	Ms. Tabitha Ramona	Nutrition	
101.	Ms. Patricia Michael	Nutrition	
102.	Ms. Indu Bhargavi	Nutrition	
103.	Dr. Durga Nandini V	Nutrition	
104.	Ms. M. Umamaheswari	Nutrition	
105.	Ms. N. Spandana	Nutrition	
106.	Ms. Geelolu Vinya Tejashvi	Nutrition	
107.	Ms. Sunchu Sai Keerthi	Nutrition	
108.	Ms. Rooman Deb	History	
109.	Mr. M Suresh Singh	History	
110.	Dr. Afshan Shireen	Political Sc.	
111.	Dr. Sinjini	Political Sc.	
112.	Dr. Alice Esther	Economics	
113.	Dr. K. Sirisha	Economics	
114.	Ms. Rupali	Pub. Ad.	
115.	Mr. Harshavardhan	Pub. Ad.	
116.	Ms. Geetha Kumari S	Psychology	
117.	Dr. Nandini Sanyal	Psychology	
118.	Ms. Rajan Arupuda	Psychology	
119.	Ms. Amulya K	Psychology	
120.	Ms. Navya Suma	Psychology	
121.	Ms. K Ramya	Psychology	
122.	Ms. Akanksha	Psychology	

123.	Ms. X. Stella Martina	English	 7/10/24
124.	Ms. Swaswati M	English	
125.	Ms. P.V.S. Lakshmi	English	
126.	Dr. Reena Dewan	English	
127.	Ms. Bernadette	English	
128.	Ms. N Carolyn	English	
129.	Mr. Gokul S Kumar	English	
130.	Mr. Thota Venkata Uma Mahesh	English	
131.	Ms. Akansha Kunjalwar	English	
132.	Ms. Emil Mathew	English	
133.	Ms. Timee Ronra Shimray	English	
134.	Ms. Aksa Sara Lal	English	
135.	Ms. Divya C Kappen	English	
136.	Dr. Margaret Francis	Social Mgt.	
137.	Mr. Clement Babu	Mass Comm.	
138.	Mr. Ravi Kumar	Mass Comm.	
139.	Ms. T Suzan Spurthi	Mass Comm.	
140.	Ms. Serah Vinodhini	Mass Comm.	
141.	Dr. Surekha Chavan	Hindi	
142.	Dr. Azad	Hindi	
143.	Ms. Manjiri Prashant	Sanskrit	
144.	Dr. Dhananjaya	Sanskrit	
145.	Ms. Swetha Rachel	French	
146.	Mr. Nitindravid P. R	French	
147.	Dr. Lingala Mangamma	Telugu	

148.	Ms. Geetha	Librarian	B. K. N.
149.	Mr. Syed Farooq	Physical Edn.	
150.	Ms. Amita Daniel	Physical Edn.	
151.	Lt. Marie Thomas	NCC & Placement	
152.	Ms. Maurvi	Counselor	
153.	Ms. Komarraju Soujanya	Counselor	
154.	Ms. Sharon	Mass Comm	
155.	Ms. T Navyasri	Maths	
156.	Ms. T Nikitha	Economics	
157.			
158.			

FACULTY MEETING

Date: 07th October 2024

Venue: Capitanio Hall

Time: 11:30am

Agenda:

1. Review of the odd semester.
2. Notification of change of leave rules by Management.

The meeting started with the Principal's greetings and prayer led by Sr. Carmali especially remembering victims of natural calamities and those who are sick.

The main points discussed were

1. The students (around 500) and staff participated in “Run against Cancer” were congratulated and thanked for their efforts. The winners of the race were specially mentioned and appreciated.
2. Convocation committee were thanked for the smooth conduct of the program.
Some of the observations during convocation:
 - Discipline was maintained.
 - It was very disheartening to see some of the faculty leave the venue before the program was over and had to be given calls to come to the venue for handing over certificates to the graduates.
 - While seating in the venue, the protocol has to be followed by making way for the senior faculty to occupy the space provided in the front.
3. Second IA invigilation :
The following remarks were made.
 - It was made clear that second IA was conducted to help the students prepare the other modules and get ready for the end semester examinations.
 - Regarding the absentees and non performers during the exams, it was asked to come up with some ideas to overcome these issues during departmental meetings.
 - Squad duties to be carried out more vigilantly.
 - Dress code during exams need to be prioritized.
 - The HoD's are requested to submit the names of students who have given blank sheets during IA's.
4. The staff were asked to maintain a healthy relationship with students by knowing where to draw a line by being not too friendly and to be a mentor.
5. HoD's are asked to work for odd and even semester workload together in order to overcome last minute rush for new joiners.
6. With a lot of excitement, it was announced that the commencement of classes for MBA course will begin from 16th October with a strength of 60.
7. It was made clear to plan the guest lectures during their scheduled class hours only so that other combinations will not be affected.
8. Sr. Carmali and Dr. Sr. Sherly, made the following points clear to all the staff.
 - Regularization letter to be read thoroughly before signing to ensure that the management can change the roles as and when they want.
 - Changes in notice period :
 - Probation period - Management need to be informed one month before resigning.

- After regularization- first 5 years need to inform two months before resigning.
- Permanent (6 years and above)- need to inform 3 months before resigning.
- All the resignation letters to be submitted in March.
- If Management asks any faculty to leave, no benefits including gratuity will be given.
- Those who leave in between the semester are asked to surrender 3 months salary and can get their certificates only after March.
- Faculty who completed SFC MRP should work for 5 years in the institution and also should return the laptops after 2 years.
- After completing PhD, the faculty should work for 5 years in the institution.
- As staff room is a sacred place, staff are requested to respect each other's privacy.
- Staff are requested to adjust with the facilities provided by the management.
- During the club events, usage of electric gadgets is restricted.
- The supply of electricity to the stalls will not be provided hereafter.
- Flash mobs to be organized only for National and major events limiting to only 5 minutes with prior permission from principal.
- Also the bands performing in college cannot use auditorium sound system.
- The departments were asked to put up relevant information on the notice board and any advertisement related information to be put up on general notice board.

Observations by faculty:

- It was made clear that medical certificates to be submitted on time to the respective Deans and student advisors by Dr. Usha Praveena, Dean of Sciences.
- The life science departments are facing a problem in conducting practical due to reduction in the time from 2.5 hours to 2 hours.
- The management were requested to make auditorium sound proof as classes beside it are getting disturbed when a program is going on.
- Dr. P. Roselin, IQAC coordinator conveyed that AQAR will be uploaded soon and asked the faculty to keep the course file for odd semester ready as per the deadline given.
- She also informed that there will not be any internal audit this semester.

The meeting concluded with the Principal Dr. Uma Joseph thanking everyone for participation in the meeting.

Compiled by
G Priyanka
Student Advisor, Science

FACULTY MEETING

Date: 29th November 2024

Venue: PG Block – Seminar Hall

Time: 10:30am

AGENDA: Yuvaflare, Visit of Lieutenant Governor, Odd Semester Review

DISCUSSIONS AND RESOLUTIONS:

- Faculty meeting for Even Semester 2024 – 2025, started with a prayer by Sr. Carmali Thaniath, Correspondent.

Ms. Mini Fernandez shared following information regarding Yuvaflare 2024:

- Yuvaflare to be conducted on 29th November 2024.
- All the arrangements for Yuvaflare have been completed.
- The club coordinators and Finance committee were acknowledged for the help provided.
- Many sponsors came forward to support Yuvaflare. especially Xpressions club was appreciated for attracting the sponsors. Yuvaflare committee has planned to donate around One lakh rupees for the purpose of Education.
- Rahul Kumar Velpula, known as Roll Raida is the Chief Guest for Inaugural program.
- The faculty were requested to check their duties and fulfill them. Yuvaflare coordinators Ms. Mini Fernandez and Ms. Indu, will supervise the program.
- Faculty would also take care of Discipline during the Fest.

Visit by Lieutenant Governor, New Jersey

- **Dr. Uma Joseph, Principal** informed the faculty that Lieutenant Governor, New Jersey, along with a few delegates would be visiting the college on 12th December, 2024. The purpose of the visit is to get acquainted and collaborate with the college. Lieutenant Governor would be addressing the students in Capitanio Hall.

Odd Semester Review

- Results of Odd Semester have been declared on 26th November, 2024.
- Faculty to plan Guest Lectures during regular classes itself.
- When students come to college during holidays, for any academic work, respective faculty also to accompany them.
- Faculty need to participate in various Guest lectures, Field trip and include the information in their teaching diaries at specific columns provided.
- Department report should contain all the information regarding the events conducted.
- Dr Roselin, IQAC Coordinator and Dr Kanchana, Asst IQAC Coordinator were acknowledged for successful submission of AQR.

- Faculty were asked to write more research publications. Each Faculty to do one research publication. Future plan of management is to implement increment based on performance.
- Six Research guides are available in different departments in the college.
- Departments to inform the amount spent on Conferences.
- Very few Staff and students are visiting the Library. Students to be encouraged to visit Library and read books. In the new semester, Dean to make a schedule for all the faculty & students to visit the library.

Sr Carmali Thaniath addressed the faculty and discussed following points:



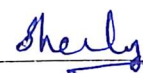
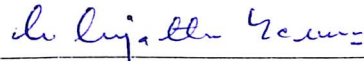

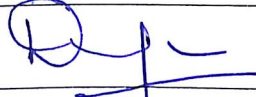
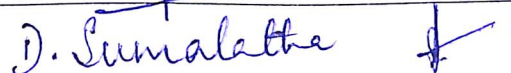
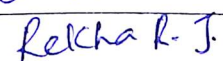
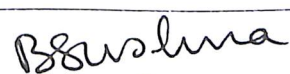
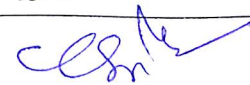
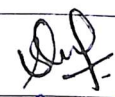
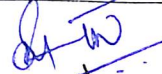

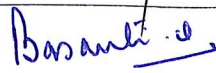



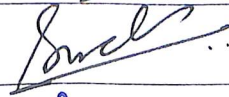
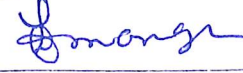

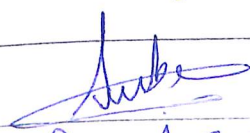




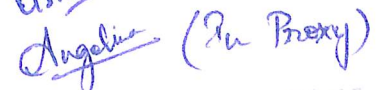
- Faculty attendance is mandatory in all events, unless few serious exemptions.
- Faculty to record biometric on first & last working days during Semester break/ Long Vacation/ Christmas Vacation/ Summer break. Otherwise it will be LOP.
- If faculty leave the college premises without prior permission, it will be considered as Casual Leave.
- After completion of Ph.D., Faculty to continue their service in college for 5 years.
- Round tables in Capitanio Hall would be provided only for lunch organized by management. If Faculty need any special tables for their department or club activities, they can hire from tent house.
- Everyone to promote Family spirit in the campus.
- Faculty expressed some issues with Even Semester time table.
- Ms. Afeefa suggested, the six-hour schedule be followed, with 50 minutes each hour. However, the principal resolved the matter by recalling that Osmania University provided the guidelines.
- HoDs should go through the timetable and chk if there are any consecutive classes of same course, and do required changes in timetable.
- Faculty can plan extra classes at their convenience, even after regular timings. No remuneration will be given for these classes.
- Daan Utsav would happen in first week of December and mentors to plan for it.
- At the same time, classes can plan to donate the amount to UBA program. The 5 villages adopted will be given priority for donation.

HOD's & PG Coordinators Meeting

Date : 03 January, 2025

Venue : Board Room

Time : 10.30 am


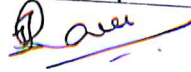
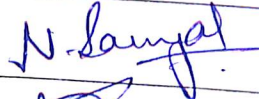
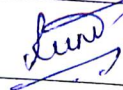


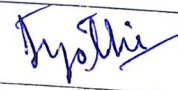
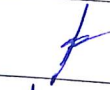
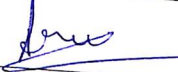

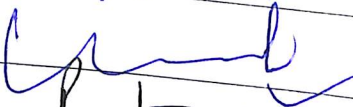
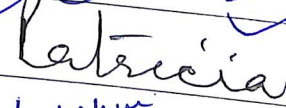
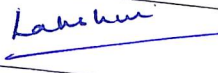



S. No.	Name	Signature
1.	Dr. Uma Joseph	
2.	Sr. Carmali Thaniath	
3.	Dr. Sr. Sherly E D	
4.	Dr. Sr. Sujatha Yeruva	
5.	Dr. P Roselin	
6.	Ms. Devy	
7.	Dr. Sumalatha	
8.	Dr. Ms. Rekha J	
9.	Ms. Sushma B	
10.	Dr. Yugandhar	
11.	Ms. Shouni Niveditha	
12.	Ms. Malathi Varma	
13.	Ms. Tabitha Ramona	
14.	Dr. Basanthi	
15.	Dr. Jyothi Rani	
16.	Dr. Surekha Chavan	
17.	Ms. Manjiri P	
18.	Ms. Swetha Rachel	
19.	Dr. Mangamma	
20.	Dr. S Sunitha	
21.	Dr. Mahnoor	
22.	Dr. Subi Varghese	
23.	Dr. Margaret	
24.	Dr. Afshan	
25.	Ms. Rooman	
26.	Dr. Usha Praveena	
27.	Gabriella Angelina	

HOD's & PG Coordinators Meeting

Date : 03 January, 2025

Venue : Board Room

Time : 10.30 am

S. No.	Name	Signature
27.	Dr. Sirisha K	
28.	Mr. Ravi Kumar	
29.	Dr. Nandini Sanyal	
30.	Dr. Reena Dewan	
31.	Ms. Rupali	
32.	Ms. Dhanalakshmi	
33.	Ms. B Jyothi	
34.	Dr. Shiny	
35.	Dr. Aruna	
36.	Dr. Bhargavi	
37.	Mr. Clement Babu	
38.	Ms. Patricia	
39.	Ms. P V S Lakshmi	
40.	Ms. Geetha Kumari	
41.	Ms. U. Sureshvardhani	
42.	Mr. Syed Fanny Karam	
43.	"	

Minutes of the Heads of the Departments & PG Coordinators Meeting (2024-25)

Date: 03-01-2025

Time: 10.30 AM

Venue: Board Room

The meeting was convened by Principal, Dr. Uma Joseph. Members were Vice principal Dr. Sr. Sherly, Correspondent Sr. Carmali Thaniath, Deans of Academics, Controller of Exams, Heads of Departments and PG Co Coordinators.

Agenda of the Meeting: To review the following

1. Review of odd semester results
2. Preparation for IA
3. Department report submission format
4. Workload
5. Funds of departments
6. Information sharing by those who attended conference
7. Any other matter of importance

Meeting started with Prayer by Correspondent Sr. Carmali Thaniath

1) Review of semester results

Principal Dr. Uma Joseph requested Controller of Exams to present results of the odd semester. Dr. Alice David stated that many PG courses have 100% pass percentage. Course wise results were presented. It was observed that there is improvement in the results of 2nd and 3rd years of B.A and B.Sc.

2) Preparation for IA

It was suggested by Principal that class mentors would be notified to track and assess students' progress at the end of each semester. It was decided to make second IA compulsory for students who scored less than 10 marks in first IA. Students willing to write second IA should register and further classes to be conducted during second IA.

To improve academic performance, Principal suggested to have peer mentoring in the classes for select subjects.

3) Department report submission format

Principal suggested that all departmental reports to be submitted following the template given strictly. While giving the data in the report, one should take care of the dates of the data. It is advised to strictly adhere to the academic year because it makes the job of compiling easy as the same data is used for several purposes. The latest template for department report will be shared soon with the Heads of the departments. It is also advised to the faculty to register with Google scholar id, scopus id, researcher id and fill in the data in IRINS document to be shared in faculty group.

4) Workload

Principal, Dr. Uma Joseph informed the members that there is disparity in workload of the departments across odd and even semesters and it is becoming a problem to find new faculty in the middle of the academic year. To overcome this problem, it was advised by Dr. Uma Joseph that the departments should give the staff requirement for the whole year instead of one semester. To workout this, the senior faculty can be given less workload to accommodate the junior faculty.

5) Funds of the department

Dr. Uma Joseph mentioned that all the club funds are deposited in one single account and the closing balances of the club funds and their accounts is recorded in separate excel sheets. All the departments are required to maintain separate books for accounts for the club funds and the closing balances should tally with that of college records at Sr. Sunitha's office.

Dr. Sr. Sherly stated that many departments are not submitting bills on time and many bills cannot be accepted by the auditors for not having the GST number. She advised all the departments to procure GST bills from the vendors even if it means to spend more amount on purchases. No cash transactions to be made for purchase more than Rs.2000.

Sr. Carmali expressed concern over auditors making remarks about accounting because many bills do not match the requirements of the auditors, making it difficult to process the financial reports.

It has been notified that Heads of Departments may collect petty cash at the commencement of the academic year, subject to submission of a requisition form duly approved by the Principal.

6) Information sharing by those who attended conference

Dr. Uma Joseph requested those who attended seminars and conferences to share their experiences with the members. Dr. Sr. Sherly and Dr. Sr. Sujatha shared their experience of attending a conference where the institution maintained a book of Best Practices. Sr. Sujatha suggested to have MOU'S signed by college displayed on the LCD screens of the college. Adding to this Sr. Sherly suggested having more collaboration with other colleges and among the departments within the college. In the light of this Dr. Uma Joseph mentioned about the Xavier Board and their collaborations with other colleges. It is very important for the institutions to identify their assets, probe into drawbacks and work on balancing them.

Dr. Usha Praveena suggested to identify people for peer guidance which enable the institution to gain visibility and better ranking. It was observed by Dr. Sr. Sujatha that there is no common platform where students attending various events like seminars, conferences, workshops etc. is displayed as information sharing so that students across college get motivated to attend such events. To this Dr. Roselin added that such achievements can be displayed on the notice board or LCD screen.

Ms. Margaret Francis and Dr. Sr. Sherly also attended a seminar on 'Service learning' together in Ooty and shared their experience with the members.

Any other matter of importance

The following issues were raised during the meeting

- a) Dr. Uma Joseph requested staff to draw a line with the students because it was observed that some junior staff are moving closely with the students which is causing problems and leading to indiscipline issues.
- b) Dr. Uma Joseph thanked and congratulated all the faculty members involved in Unnat Bharat Abhiyan for its success. Mr. Ravi Kumar K thanked management for giving the opportunity to visit villages and connect with them. The programmes in this connection to be initiated by
 - Voctalent - January 2025
 - Spectrum and La Fiesta - February 2025
 - COFEE - March 2025

Dr. Uma Joseph, Principal emphasized the importance of faculty members actively engaging in research initiatives and participating in seminars and conferences to present their research papers. Every faculty should aim at publishing one paper every year. To

support faculty professional development, an enrichment program will be conducted to enhance research skills.

- c) Dr. Usha Praveena raised concern for PG admissions in sciences, adding to which Dr. Sumalatha requested to follow OU calendar for PG to facilitate smooth working of PG courses.
- d) Dr. Sr. Sujatha recommended having provisional admissions for PG to have good admissions for PG across all departments. She stated that many colleges across India are already following this process for PG admissions.
- e) Dr. Yugandhar informed that admissions through DOST will be discontinued from the next academic year, commencing in 2025-26 as per TSCHE.
- f) Dr. Sumalatha raised concerns about combining classes for guest lectures. It was suggested by Dr. Uma Joseph to have such guest lectures during zero hours.
- g) Dr. Uma Joseph advised faculty members to take up field visits on Saturdays in order not to disturb classes. BA and B.Sc faculty members to sit together and plan guest lectures, field visits etc.
- h) It was decided to collect the previous teaching experience of the faculty before they joined the institution.

The meeting concluded at 12.00 noon.

**Compiled by
Deans**

HOD's Meeting

Date : 12 February, 2025

Venue : Board Room

Time : 10.40 am

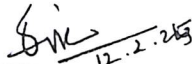
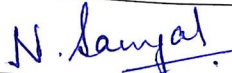
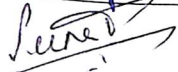


S. No.	Name	Signature
1.	Dr. Uma Joseph	
2.	Dr. Sr. Sherly E D	<i>Sherly</i>
3.	Dr. Sr. Sujatha Yeruva	<i>Sujatha (SPOC)</i>
4.	Dr. P Roselin	<i>Roselin</i>
5.	Ms. Devy	<i>Devy</i>
6.	Dr. Sumalatha	<i>Dr. Sumalatha</i>
7.	Dr. Rekha J	<i>Rekha J.</i>
8.	Ms. Sushma B	<i>Sushma</i>
9.	Dr. Yugandhar	<i>Yugandhar</i>
10.	Ms. Shouni Niveditha	<i>Shouni</i>
11.	Ms. Malathi Varma	<i>Malathi</i>
12.	Ms. Tabitha Ramona	<i>on behalf of</i>
13.	Dr. Basanthi	<i>Basanti</i>
14.	Dr. Jyothi Rani	<i>Jyothi</i>
15.	Dr. Surekha Chavan <i>Dr. Azcarra</i>	<i>Azcarra</i>
16.	Ms. Manjiri P	<i>Manjiri</i>
17.	Ms. Swetha Rachel	<i>Swetha</i>
18.	Dr. Mangamma	<i>Mangamma</i>
19.	Dr. S Sunitha	<i>S Sunitha</i>
20.	Dr. Mahnoor	<i>Mahnoor</i>
21.	Dr. Subi Varghese	<i>Subi</i>
22.	Dr. Margaret	ABSENT.
23.	Dr. Afshan	<i>Afshan</i>
24.	Ms. Rooman	<i>Rooman</i>
25.	Dr. Usha Praveena	<i>Usha</i>
26.	Dr. Sirisha K	<i>Sirisha</i>

HOD's Meeting

Date : 12 February, 2025

Venue : Board Room

Time : 10.40 am

S. No.	Name	Signature
27.	Mr. Ravi Kumar	
28.	Dr. Nandini Sanyal	
29.	Dr. Reena Dewan	
30.	Ms. Rupali	
31.	Ms. Dhanalakshmi	
		

Minutes of the Heads of the Departments (2024-25)

Date: 12-02-2025

Time: 10.40 AM

Venue: Board Room

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

Agenda of the Meeting: To review the following

1. BFSI programme information sharing
2. Invigilation during the End Sem Exam
3. Rules for PG Diploma Programmes
4. Rules for attendance marking
5. UBA
6. Admissions 2025-26
 - Proposals for New Courses
 - Orientation for Final Years regarding PG Courses
7. Information to the Prospectus Committee
8. Internal Audit Feedback
9. Requirement of the department (budget)
10. Recruitment for next year – HoD's to give the requirement and as well as surplus
11. BOS Meetings – 25th Feb
12. Leave Rules
13. National Seminars / Workshops / Paper presentations & research
14. Linways
15. Admissions
16. Information sharing

Meeting started with Prayer by Vice principal Dr. Sr. Sherly

1. BFSI programme information sharing

Principal Dr. Uma Joseph requested Dr. Sirisha, Head, department of Economics to brief the members about the BFSI programme. Dr. Sirisha informed the members that the programme is the initiative of Telangana Higher Education aiming at registrations from

2nd, 4th and 6th semesters of UG. It is a skill based course to award minor degree in financial services.

2. Invigilation during the End Sem Exam

Dr. Uma Joseph stated that some staff members are leaving station without informing the controller of Examinations during end semester exams which is causing inconvenience to conduct exams smoothly. It was also stated by the principal that during end semester exams faculty is not allowed to leave station without giving information to controller of exams and taking prior permission from Principal. In addition to that Principal also informed that swapping of invigilation turns is not permitted without the permission of Principal and Controller of Exams.

3. Rules for PG Diploma Programmes

Dr. Alice, Controller of exams expressed concern over not following uniform pattern of Examination and evaluation for PG diploma programmes across the college. There are no clear guidelines to conduct supplementary exams because the dates to conduct the exams is not common for all PG diploma programmes.

On this note Vice Principal, Dr. Sr. Sherly requested HOD's to submit the proposal by the end of February for new diploma programmes to be initiated for the next academic year to seek approval from the management.

4. Rules for attendance marking

It was stated firmly by Dr. Uma Joseph that no editing of attendance will be done by Mr. Shravan from IT dept without prior permission from Principal. The event attendance to be marked within two days of conduct of the event and class attendance on the same day during class.

5. UBA

Dr. Uma Joseph requested various clubs of the college to be generous in spending for the social cause in the villages as part of UBA programme. Speaking about the programmes, Ms. Rupali informed that out of several colleges that applied for the programme only 9 colleges got selected and St. Francis college tops the list. Ms. Rupali further stated that St. Francis initiatives towards the development of the villages was highly appreciated by NIRD.

It was informed to members by Dr. Uma Joseph that Ms. Rupali even presented a paper on UBA in a National Seminar.

6. Admissions 2025-26

Principal, Dr. Uma Joseph proposed to advance the admissions to UG and PG programmes of the college. To facilitate the same provisional admissions to be given to the students. Ms. Kavitha from Computer Science department will co-ordinate the admissions instead of Ms. Renuka for the coming academic year.

Orientation for Final Years regarding PG Courses

Dr. Uma Joseph suggested that in order to promote the PG courses, orientation to be conducted to the UG students during the month of March with the help of Deans and PG Coordinators. It was suggested by Dr. Reena Dewan to involve PG final year students for the same.

7. Information to the Prospectus Committee

HOD's were requested by Dr. Uma Joseph to provide required information to the prospectus committee to be able to work on the information to be included in the prospectus for the coming academic year.

8. Internal Audit Feedback

Dr. Uma Joseph appreciated Internal Audit team members for support extended during the audit. Dr. Sr. Sherly requested HOD's to have no negativity towards the faculty who visited various departments as internal auditors. It was further stated that internal audit is done in the interest of the departments and the remarks given by the faculty to be taken in the right spirit. In connection with this Mr. Ravi Kumar, HOD of Mass Communication department suggested to have uniformity in maintaining the records of the department. Adding to this Dr. Uma Joseph suggested to have Vision and Mission statements of each department on their notice boards. It was also advised to display list of experiments in labs and to post pictures of their Field trips and Seminars for viewing.

9. Requirement of the department (budget)

Dr. Uma Joseph requested the Heads to submit the requirements of the department by 24th February, 2025. This should exclude stationery requirements of the department.

10. Recruitment for next year – HoD's to give the requirement and as well as surplus.

Dr. Uma Joseph requested members to give information on number of members required for the department for the entire academic year. To assess this, the workload of Odd and

Even semester to be evaluated. This is to be done by the end of the month to be able to give advertisement to recruit new faculty at the earliest.

11. BOS Meetings

Language departments to go for Board of studies for revision of Syllabus and other departments can go for signatures from Chairman BOS or VC Nominee of respective subjects if there is no revision this year. This is to be completed by 25th February, 2025.

Dr Alice suggested including the decision on IA's in the BOS minutes to be able to get it approved in the academic council meeting. HOD's are suggested to take poll for the same in their respective departments.

12. Leave rules

Dr. Sr. Sherly informed the Heads about the number of EL's and HPL's to be given to the staff members and also stated that total number of EL's to be availed by each staff member during their service at St. Francis cannot exceed 120 and HPL's cannot exceed 240. Any faculty member availing these leaves must upload the soft copy in Winnou and submit hardcopy to Sr. Hema from office.

13. National Seminars / Workshops / Paper presentations & Research

Dr. Uma Joseph requested Heads to plan seminars, conferences, guest lectures, field trips well in advance. It was also emphasized on promoting research initiatives in the department by encouraging staff who has inclination towards research work.

14. Linways

MOU has been signed by college with Linways for the latest portal which would replace winnou. Dr. Uma Joseph signed the MOU on behalf of the institution. Dr. Sr. Sherly also informed the Heads that new HR software is also taken from the same service provider in addition to the above.

15. Information sharing:

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

- Dr. Usha Praveena emphasized on the constitution of Equal opportunity cell and SC/ST/OBC Cell in the college as per UGC guidelines. Ms. Sravanthi from department of Zoology and Ms. Carolyn from department of English will serve as coordinators for the same.

- Dr. Usha Praveena suggested to have Jalshakthi cell in the college and to conduct activities under that to promote ground water conservation. This can be taken up by Ms. Dhanalaxmi from EVS department.
- Dr. Roselin emphasized on data sharing by the departments for AQAR compilation of current academic year
- Faculty members are to be encouraged by the Heads to plan taking up trips to overseas destinations that are initiated by college.
- HOD's to make sure that all their department members to fill the columns provided in the teaching diary for seminars attended, papers presented etc.
- About final year UG and PG projects, Dr. Alice stated that guidelines for plagiarism check to be followed by all the departments.
- Faculty is requested to mark attendance during their classes.
- Key academic dates:
 - Dates for Project VIVA
 - Sciences – 17th March to 21st March, 2025
 - B.COM, BMS, BA, B.VOC – 24th March to 28th March, 2025.
 - These are the dates given for both UG and PG programmes
 - B. Sc practicals to begin from 24th March, 2025
 - End semester exams to begin from 3rd April, 2025
 - Last teaching day is March 21st, 2025
 - Signatures on marks registers to be finished by 13th March, 2025
 - All marks registers to be submitted to exam branch by 18th March, 2025
 - Chapter 3 and Chapter 4 to be taken for plagiarism check for UG
 - For PG even Literature Review to be included.
 - Annual Report will be prepared by end of April.

Meeting concluded at 12.30 PM

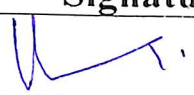
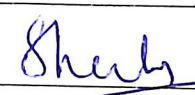

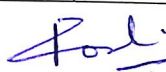
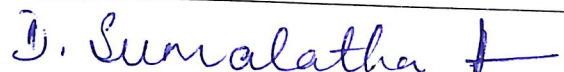
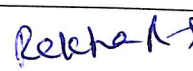



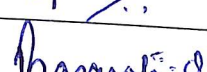




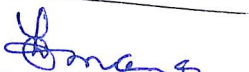
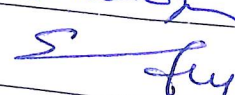





Compiled by DEANS

HOD's Meeting

Date : 25th March, 2025

Venue : Board Room

Time : 10.30 am


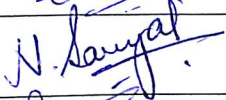
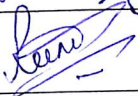
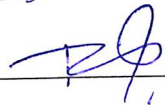


S. No.	Name	Signature
1.	Dr. Uma Joseph	
2.	Dr. Sr. Sherly E D	
3.	Dr. Sr. Sujatha Yeruva	
4.	Dr. P Roselin	
5.	Ms. Devy	ABSENT
6.	Dr. Sumalatha	
7.	Dr. Rekha J	
8.	Ms. Sushma B	—
9.	Dr. Yugandhar	
10.	Ms. Shouni Niveditha	
11.	Ms. Malathi Varma	ABSENT
12.	Ms. Tabitha Ramona	
13.	Dr. Basanthi	
14.	Dr. Jyothi Rani	
15.	Dr. Surekha Chavan	
16.	Ms. Manjiri P	
17.	Ms. Swetha Rachel	
18.	Dr. Mangamma	—
19.	Dr. S Sunitha	
20.	Dr. Mahnoor	
21.	Dr. Subi Varghese	
22.	Dr. Margaret	—
23.	Dr. Afshan	
24.	Ms. Rooman	
25.	Dr. Usha Praveena	
26.	Dr. Sirisha K	

HOD's Meeting

Date : 25 March, 2025

Venue : Board Room

Time : 10.30 am

S. No.	Name	Signature
27.	Mr. Ravi Kumar	
28.	Dr. Nandini Sanyal	
29.	Dr. Reena Dewan	
30.	Ms. Rupali	
31.	Ms. Dhanalakshmi	
32.	Dr. Alice David	
33.	Dr. S. P. Kanchana	

Minutes of the Heads of the Departments (2024-25)

Date: 25.03.2025

Time: 10.40 AM

Venue: Board Room

The meeting was convened by Principal, Dr. Uma Joseph. Members were Vice Principal Dr. Sr. Sherly, Deans of Academics, Controller of Exams, Heads of Departments and Time Table Committee members.

Agenda of the Meeting

Sharing important information with the members

Meeting started with Prayer by Vice Principal Dr. Sr. Sherly

Principal informed the revised timings of the College. The Principal asked Ms. Shobana to present the schedule of classes for the next year. They are as follows :

Revised timings of the college from the Academic Year 2025-26

FOR STUDENTS

Class	Year	Timings
B. A.	I, II, III	8:30 AM to 2:30 PM
B.Sc., Physical Sciences	I, II, III	8:30 AM to 2:30 PM
Commerce	III	8:30 AM to 2:30 PM
B.Sc., Life Sciences	I, II, III	9:30 AM to 4:10 PM
B.Com,	I, II	10:30 AM to 4:10 PM
BMS	I, II, III	8:30 AM to 2:30 PM
B.VOC	III	8:30 AM to 2:30 PM
PG Courses– except Chemistry	I,II	8:30 AM to 2:30 PM
PG Chemistry	I,II	10:30 AM to 4:10 PM

FOR FACULTY

BA – except II languages & English	8:30AM to 3:30PM
English and II languages	9:30AM to 4:30PM
B.Sc., Physical Sciences	8:30AM to 3:30PM

classmate

B.Sc., Life Sciences	9:30AM to 4:30PM
BMS & B.VOC	8:30AM to 3:30PM
B.Com – only 8 faculty members	8:30AM to 3:30PM
B.Com all others	9:30AM to 4:30PM
All PG Courses – except Chemistry	8:30AM to 3:30PM
P G Chemistry	9:30AM to 4:30PM

Francisian Handbook:

1. Principal, Dr. Uma Joseph requested the Heads of the departments to update the information related to their department members including any recent changes to their qualifications.
2. The official name of the staff members in the hand book should match the names as they appear on their official certificates.
3. Handbook to mention the commemorative days, celebrated or observed by the departments. This information should be handed over by the Heads at Principal's office.
4. All departments are requested to submit their event plans for the upcoming academic year to be included in the Handbook. A copy of the planner should also be submitted to the Principal's office for review and approval.
5. Dr. Alice, Controller of Exams, has requested that Heads of Departments avoid scheduling any events immediately before or during the Internal Assessment (IA) exams for both Semesters, to minimize disruptions and ensure students focus on their exams.

College Fests/Seminars/Events

1. Principal Dr. Uma Joseph has announced that starting from the academic year 2025-26, YuvaFlare and Parampara will be merged into a single Fest.
2. It was also observed by Dr. Uma Joseph that college is having too many fests potentially impacting student's academic performance and interests.
3. Heads of Departments are requested to submit the dates for all seminars, conferences, and events planned for the upcoming academic year to the Principal's office by March 30, 2025, for coordination and approval.
4. Dr. Uma Joseph requested Sports Dept. Head Dr. Farooq Kamal to plan internal sports events in advance so that the dates can be included in the upcoming academic year's handbook.

5. Principal Dr. Uma Joseph announced that certificate courses will commence at 4:10 pm, utilizing a blended learning approach. Additionally, Human Values and Indian Knowledge Systems (IKS) classes may be conducted online.

Orientation for SEC courses:

1. Principal Dr. Uma Joseph has requested the Deans to organize a faculty-wise orientation program for students on April 2, 2025 to introduce them to the Skill Enhancement Courses (SEC) offered by various departments.
2. SEC course coordinators to mention the number of Theory and Practical hours for their courses to be able to map lab time table to ensure efficient scheduling.

Other important information:

1. Third year students of B. Voc Retail Management to run Bethel Store.
2. To enhance student support and align with NAAC requirements, the college has introduced a new initiative, effective immediately, where each class will be assigned two Class Mentors, thereby improving the mentor-student ratio.
3. All departments are required to install Mission and Vision Display Boards outside their respective departments.
4. The orientation for Class Mentors has been scheduled to take place in June 2025, to equip them with the necessary guidance and tools to effectively support their students.
5. Class Mentors will provide orientation to students on project requirements and expectations. Mentors will submit monthly progress reports on project development. If a student fails to show progress for two consecutive months, they will be transitioned to theory.
6. All faculty members are required to set specific goals for the upcoming academic year. At the end of the year, they will conduct a self-assessment to evaluate their progress and achievements in relation to their set goals.

Meeting concluded at 12 noon.

Compiled by Deans