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

MINUTES OF MEETING

Date: 30/07/2024   **Time: 9:30AM**

Venue: Principal Office

S.NO	NAME	SIGNATURE
1	Dr. Uma Joseph Principal, St. Francis College for Women	
2	Ms.Afeefa IT Administrator St. Francis College for women	

Agenda

To establish a process for tracking HR exception handling requests by sharing daily logs with the Principal.

Discussion Points:

- HR exception handling logs need to be monitored for better transparency and request tracking.

Action Plan:

- HR exception handling logs will be shared daily.
- Logs will be sent directly to the **Principal's email ID** for tracking all requests.
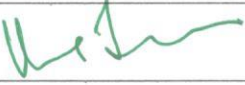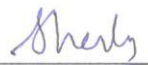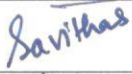
MINUTES OF MEETING

Date: 13/09/2024   **Time: 11:00AM**

Venue: Principal Office

Attendes:

S.No	Name	Signature
1.	Dr. Uma Joseph Principal, St. Francis College for Women	
2.	Dr. Sr. Sherly Vice Principal, St. Francis College for Women	
3.	Dr. Savitha Assoc. Professor, St. Francis College for Women	
4.	Ms. Afeefa IT Administrator, St. Francis College for Women	

Agenda:

MBA Admission Application Form (Online)

Points Discussed

1. Replication and Modifications (Based on PG Form):
   a. The existing PG Admission Form will be replicated for the MBA Admission Application Form.
   b. Required modifications to be incorporated as detailed below.

2. Previous Academic Details Section:
   a. A new field titled "SCORE IN" to be added with the following selectable options:
      i.   CAT
      ii.   MAT
      iii. XAT
      iv.   ICET
      v.   Any other

3. Upon selecting an exam, the applicant should be able to enter the corresponding score (decimal values allowed).

4. Document Upload Section:
   The existing field "LoU Upload" is to be replaced with "Score Card Upload."

Action Items

- The MBA Admission Form is to be replicated from the PG Form with the changes as mentioned above.
- The updated form should be prepared and kept ready at the earliest.

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MINUTES OF MEETING
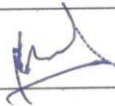
Date: 04/09/2024   **Time: 9:30AM**

Venue: IT Office

S.NO	NAME	SIGNATURE
1	Ms. Prerna Winnou Systems and services (P) Ltd	
2	Ms.Afeefa IT Administrator St. Francis College for women	

Agenda
Updates to the Total Event Classes Gained Column on the Attendance Detail Screen

Discussion Points

1. Add a new category of Event CAMP, which works like a SEMINAR with no upper limit on event classes gained.
2. The number of classes gained for events is based on the event category. From this academic year onwards, the maximum number of classes that can be gained for a subject cannot exceed 10 for all categories except (INTERNATIONAL SPORTS, NATIONAL SPORTS, NCC RD, EXEMPTION, CAMP).
3. Provide a frontend option to manage these event calculation conditions.

Action Items
1. Efforts to be shared ASAP.
2. Expected delivery date 21 September 2024.

MINUTES OF MEETING

Date: 30/08/2024   **Time: 11:00AM**

Venue: Principal Office

Attendes:

S.No	Name	Signature
1.	Dr. Uma Joseph Principal, St. Francis College for Women	
2.	Dr. Sr. Sherly Vice Principal, St. Francis College for Women	
3.	Ms. Afeefa IT Administrator, St. Francis College for Women	
4.	Lt. Marie Thomas Placement Officer, St. Francis College for Women	
5.	Mr. Rohith MASLO Consulting	

Agenda

CRT Classes for PG Semester 3

Key Decisions

1. Commencement of CRT Classes
   a. CRT classes for PG Semester 3 will commence on 3rd September 2024.
   b. Daily schedule: 2:30 p.m. to 4:30 p.m.
2. The concluding session will be conducted on Saturday, 21st September 2024, from 9:30 a.m. to 2:30 p.m.
3. Daily assessments will be conducted at the end of each session.
4. Performance scores will be recorded and consolidated.
5. Attendance is mandatory and will directly impact the overall grade.
6. Any absence from classes or assessments will result in an automatic F grade in CRT.

Action Items

- **PG Coordinators** to ensure timely communication of the schedule and rules to students.
- **Faculty** to strictly monitor attendance and assessment completion.
- **Consolidated performance and attendance report** to be submitted to the Principal and Vice Principal after the final session.

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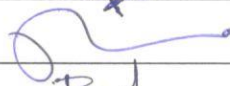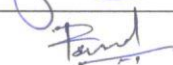(Autonomous & Affiliated to Osmania University)

Minutes of Meeting

Date: 13th September 2024
Venue: Online

Attendees:

- Ms. Prerna - Winnou
- Ms. Afeefa- IT Administrator, St. Francis College for Women

Agenda

MBA Application Form Requirements

Discussion Points

MBA Application Form setup specifications:

- Form Name: Application Form for MBA

- Sub Biller ID: MBAFEECHRG

- Application Fee: ₹1000 (pending approval)

- Start & End Dates: To be finalized later

Key Modifications (based on PG Form)

1. Previous Academic Details Section

   o Add field "SCORE IN" with the options CAT, MAT, XAT, ICET, Any Other

   o Allow applicants to enter scores (decimal values permitted)

2. Document Upload Section

   o Replace "LoU Upload" with "Score Card Upload."

Action Items

- Replicate the form from the PG form with the above modifications.

- Keep the form ready at the earliest.

- Inform Ms. Renuka before making the form live.

Minutes of Meeting

Date: 25th October 2024
Venue: Online

Attendees:

- Ms. Prerna - Winnou
- Ms. Afeefa- IT Administrator, St. Francis College for Women

Agenda

1. Affiliation confirmation of SFIMS with OU.
2. Transfer of MBA student records from SFC to SFIMS.

Discussion Points

1. It was confirmed that **St. Francis Institute of Management Studies (SFIMS)** is now officially affiliated with **Osmania University (OU)**.
   - Emphasis was placed on the importance of maintaining all SFIMS records separately for inspection purposes.
2. A detailed discussion was held on **transferring all MBA student records** from **St. Francis College (SFC)** to **SFIMS**.
   - The records to be transferred include:
     - Student names
     - Departments
     - Sections
     - Fee structures
     - All relevant account records

Action Item

- **Ms. Prerna** will oversee the transfer process and ensure that all records are accurately moved from SFC to SFIMS.
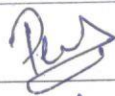
MINUTES OF MEETING

Date: 04/12/2024   **Time: 9:30AM**

Venue: IT Office

S.NO	NAME	SIGNATURE
1	Ms. Prerna Winnou Systems and services (P) Ltd	
2	Ms.Afeefa IT Administrator St. Francis College for women	

Agenda: NAD Data Request

Discussion Points

1. **Record Update**
   - A single record has been updated in the attached template for reference.
2. **Data Extraction**
   - Extraction of semester-wise data was requested for students from the **2021, 2022, 2023, and 2024 batches** from the backend.
3. **Supplementary Marks**
   - The most recent marks should be considered in cases of supplementary results.
4. **Guidelines Reference**
   - The NAD guidelines have been attached for clarity on the requirements.

Action Items

- Share the extracted data as soon as possible.

Next Steps

- Ensure that the requested data is processed and delivered promptly.
- Follow up in the next meeting to review progress.

ERP Data Migration Discussion

The meeting was held online on 28th January 2025.

Timings: 11:00 am to 12:15 pm

Members Present:

1. Dr. Uma Joseph, Principal, St. Francis College for Women
2. Dr. Sr. Sherly, Vice Principal, St. Francis College for Women
3. Dr. Sr. Sujatha. HoD, Department of Computer Science
4. Ms. Padmasree, Asst. Professor, Dept. of Computer Science, St. Francis College for Women
5. Ms. Shobana, Asst. Professor, Dept. of Computer Science, St. Francis College for Women
6. Ms. Prabhmeet, Asst. Professor, Dept. of Computer Science, St. Francis College for Women
7. Ms. Afeefa, IT Administrator, Asst. Prof., Dept. of Computer Science, St. Francis College for Women
8. Mr. Rajagopal, Founder & Managing Director, Winnou Systems and Services (P) Ltd
9. Ms. Prerna, Assoc. Solution Developer, Winnou Systems and Services (P) Ltd
10. Mr. Aromal, Linways Technologies Pvt. Ltd
11. Mr. Francis, Linways Technologies Pvt. Ltd
12. Ms. Arathi Rathnan, Linways Technologies Pvt. Ltd

Agenda: To discuss and finalize data migration of SFC college from Winnou cloud.

Points Discussed:

- After a thorough discussion, both companies agreed on the following:
  - The scope of data migration will be finalized by SFC, including the modules, timelines, and location (either the College Local Server or Linways Cloud).
  - Templates shared by Linways will be sent to Winnou for review, allowing for the generation of Excel extracts from either the front-end or back-end.
  - Linways will be provided access to Winnou ERP to understand the schema and extract information from the front-end.
  - The Excel extracts will be generated according to Winnou's database.
  - Linways will review the extracts and format them according to their template.
  - For Linways template fields that are unavailable or do not match Winnou's extracts, multiple fields can be merged to create the necessary information. SFC will assist in identifying these fields.
  - Data will be uploaded in 3-4 working days after the final templates are ready.
  - Data Migration will start with admission and transfer of active student data.

Minutes of Meeting

Date: 05-03-2025
Mode: Exam Branch
Attendees:

S.NO	NAME	SIGNATURE
1	Ms. Afeefa, IT Administrator, St. Francis College for Women	
2	Dr. Alice—CoE, St. Francis College for Women	

- Ms. Afeefa, IT Administrator, St. Francis College for Women
- Dr. Alice—CoE, St. Francis College for Women

Agenda:

Generation of Student Academic Data Collection Format (as per Vice-Chancellor's Instructions)

Discussion Points & Decisions:

1. Directive from Vice-Chancellor
   As per the instructions of the Honourable Vice-Chancellor, all Autonomous Colleges under Osmania University are required to submit academic data for the period 2018–2019 to 2023–2024 in the prescribed format.
2. Each academic year will be maintained in a separate sheet within the Excel file.
3. Student Information Fields
   a. Each sheet must include the following details:
      i. Roll Number
      ii. Student Name
      iii. Subject Name

  iv. Internal 1 Marks

  v. Internal 2 Marks

  vi. Assignment Marks

  vii. External Marks

4. Year-wise Format
   a. The Excel file should display 1st-, 2nd-, 3rd-, and 4th-year students side by side for reference.
   b. Accurate subject mapping to the respective academic years is mandatory.
5. All submissions must follow the naming format:
   CollegeName_ProgramName_Academic_Data.xlsx
   Example: ABCCollege_BE_Academic_Data.xlsx
6. Submission Deadline: The completed files must be submitted within 15 days.
7. A sample Excel template will be circulated for reference.

Action Item:

- Preparation and submission of the Excel template, adhering to the deadline.

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MINUTES OF MEETING

Date: 22/07/2025   **Time: 11:00AM**

Venue: Principal Office

Attendes:

S.No	Name	Signature
1.	Dr. Uma Joseph Principal, St. Francis College for Women	
2.	Dr. Sr. Sherly Vice Principal, St. Francis College for Women	Sherly
3.	Ms. Afeefa IT Administrator, St. Francis College for Women	
4.	Dr. Alice Asst. Professor, St. Francis College for Women	
5.	Mr. Rajagopal MD, Winnou Systems and services (P) Ltd	Present
6.	Ms. Prerna Winnou Systems and services (P) Ltd	Present

Agenda:

Review of the issues in the reports printed

Points Discussed and Action Items

1. Incorrect Internal Marks Issue

- Maintain logs on the Sessional Entry screen to track all edits made by the system and operators.
- Display an alert on the Revaluation screen indicating the number of records being processed for grade recalculation.
- Review all records to identify and address similar discrepancies.

2. Exam Records for Migration

- Thoroughly verify the entire set of exam records before generating migration templates.
- Ensure NAD data and exam backups are delivered with consistency and without discrepancies.

3. Non-CGPA Credits for Detention

- Thoroughly test borderline cases involving non-CGPA credits acquired by students, particularly where credits affect eligibility for detention.