



St. Francis

College for Women

Begumpet, Hyderabad-500016

(Autonomous & Affiliated to Osmania University)

NAAC Re-accredited with 'A' Grade 4th Cycle

Email ID: info@sfc.ac.in | Website : www.sfc.ac.in | Ph.No. 040- 2340 3200

S. No: 508/SFC/GB-MIN/2024

28 November, 2024

To,

All the Members of the **Governing Body**,
St. Francis College for Women,
Begumpet,
Hyderabad – 500 016.

Dear Sister /Sir /Madam,

Sub : Minutes of 53rd Meeting of the Governing Body – dated 16th November, 2024- Reg.

Please find enclosed the **Minutes of 53rd Governing Body** which was held on 16th November, 2024 at 11.00 a.m. Thank you for your participation and contribution and the new ideas, suggestions and feedback.

If no written comments are offered within 10 days, we will consider the minutes to be approved.

I look forward to your whole hearted support and cooperation in all our future endeavours.

Thank you,

Yours Sincerely,


(Dr. Uma Joseph)

Principal

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

Copy to:

1. Dr. Sr. Alphonsa Vattoly, Provincial Superior, St. Francis Convent, Secunderabad – **Chairperson Governing Body.**
2. Dr. Archana Dinesh, Principal, Gandhi Vocational Autonomous College, Guna, Madhya Pradesh – **UGC Nominee**
3. Prof. M. Vijjulatha, Principal & Dept. of Chemistry, University College for Women, Koti, Hyderabad – **State Government Nominee**
4. Prof. R. Rajendra, Dean, College Development Council, Osmania University, Hyderabad – **Osmania University Nominee**
5. Mr. Kishore Borra, Managing Director, Energy Tech Global, Hyderabad – **Industrialist**

6. Mr. Mathew George, Director, Higher Education, St. Mary's Educational Society Hyderabad – ***Educationist***
7. Sr. Carmali Thaniath, Correspondent, St. Francis College for Women – ***Management Member***
8. Dr. Sr. Sherly E D, Vice Principal, St. Francis College for Women – ***Management Member***
9. Sr. Bridgit Joseph, Province Treasurer, St. Francis Convent, Secunderabad – ***Management Member***
10. Sr. Suneetha M, College Treasurer, St. Francis College for Women – ***Management Member***
11. Dr. Alice David, ***Controller of Exams*** & HOD of Economics, St. Francis College for Women.
12. Dr. P Roselin, ***IQAC Coordinator***, Dept. of Microbiology, St. Francis College for Women.
13. Ms. A Padmaja, Dept. of Commerce, St. Francis College for Women – ***Senior Faculty***
14. Ms. B Kavitha, Dept. of Computer Science, St. Francis College for Women – ***Senior Faculty***
15. Ms. Manjiri, ***Dean of Arts***, St. Francis College for Women – ***Special Invitee***
16. Dr. Usha Praveena, ***Dean of Sciences***, St. Francis College for Women – ***Special Invitee***
17. Dr. S Sunitha, ***Dean of Commerce & Mgmt***, St. Francis College for Women – ***Special Invitee***



St. Francis

College for Women

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

53rd Governing Body Meeting Minutes

Date: 16th November, 2024

Time : 11.00 a.m.

Venue : Board Room

Agenda:

- Prayer
- Welcome and Felicitation
- Presentation of the Activities of Odd Semester 2024
- Presentation of Even Semester Results 2023-24
- Any other matter with the permission of the Chair
- Vote of Thanks

Members Present:

1. Dr. Sr. Alphonsa Vattoly, Provincial Superior, Sisters of Charity, Secunderabad Province Chairperson, Governing Body.
2. Dr. Uma Joseph, Principal, St. Francis College for Women, Hyderabad.
3. Dr. Archana Dinesh, Principal Gandhi Vocational Autonomous College, Madhya Pradesh - UGC Nominee – Attended Online
4. Prof. R. Rajendra, Dean, College Development Council, & Professor Mechanical Engineering, Osmania University. Hyderabad
5. Prof. M. Vijjulatha, Vice Chancellor, Telangana Mahila Viswavidyalayam, Koti, Hyderabad – State Government Nominee.
6. Mr. J Mathew George, Director, Higher Education, St. Mary's Educational Society, Hyderabad. - Management Nominee/Educationist
7. Mr. Kishore Borra, Managing Director, Energy Tech Global, Hyderabad – Management Nominee, Industrialist.
8. Sr. Carmali Thaniath, Correspondent, St. Francis College for Women, Management Member.
9. Dr. Sr. Sherly E D, Vice Principal, St. Francis College for Women, Management Member.
10. Sr. Bridgit Joseph, Province Treasurer, St. Francis College for Women, Management Member.
11. Sr. Suneetha M, College Treasurer, St. Francis College for Women, Management Member.
12. Dr. Alice David, Controller of Exams, St. Francis College for Women.
13. Dr. P Roselin, IQAC Coordinator & HOD of Dept. of Microbiology, St. Francis College for Women.
14. Dr. Usha Praveena, Dean of Science, St. Francis College for Women

15. Ms. Manjiri, Dean of Arts, St. Francis College for Women

16. Dr. S. Sunitha, Dean of Commerce St. Francis College for Women

17. Ms. A. Padmaja, Senior Faculty, Dept. of Commerce, St. Francis College for Women

18. Ms. B. Kavitha, Senior Faculty, Dept. of Computer Science, St. Francis College for Women

Minutes of the Meeting

The 53rd Governing Body Meeting commenced with a warm welcome by Principal Dr. Uma Joseph, who expressed gratitude for the valuable presence and contributions of the external members. She introduced the external members to the Board: Dr. Archana Dinesh, Prof. M. Vijjulatha, Prof. R. Rajender, Mr. Kishore Borra and Mr. Matthew George.

The meeting then proceeded with a blessing invocation by Dr. Sr. Alphonsa Vattoly, Provincial Superior of St. Francis Convent Secunderabad and Chairperson of the Governing Body. Dr. Sr. Alphonsa emphasized the importance of educating not just the mind but also the heart and intellect. She highlighted that the diverse perspectives and expertise of the Board members from various fields would play a crucial role in the development and growth of the institution.

1. ACTION TAKEN REPORT of the 52nd Governing Body Meeting (held on 10th April 2024)

Dr. P. Roselin, IQAC Coordinator, presented the Action Taken Report (ATR) for the 52nd Governing Body Meeting, highlighting the following recommendations and the responses to them:

- **Recommendation by Mr. Muralidharan:** Present the feedback data in the form of line graphs.
- **Response:** The feedback from stakeholders has been presented as line graphs, addressing outliers and a comparative analysis with feedback from the previous semester was also included.
- **Recommendation by Mr. Muralidharan:** Request the Auditors of the Academic and Administrative Audit to provide three recommendations for the institution and departments and present the report during the Governing Body meeting.
- **Response:** This recommendation will be implemented during the Academic and Administrative Audit scheduled for December 2024.

Dr. Roselin also informed the Board that action is taken as and when the IQAC receives feedback from students, SQC representatives and grievance redressal forms submitted to the Principal. Action is specifically taken against faculty members who fall into Group C (with feedback scores below 60%).

She informed the Board that the Institutional Development Plan for 2024-2039, which includes short-term, mid-term and long-term goals, has been uploaded on the website. The deployment report will be presented next year.

Observations on the ATR Presented:

- **Mr. Kishore Borra** suggested performing a comparative analysis of the feedback data over the past five years and emphasized addressing areas where feedback showed a dip, particularly in questions with a "strongly disagree" response. He also recommended using AI tools to analyze the data.
- **Response from Dr. Uma Joseph (Principal):** She stated that conducting quantitative analysis in academics is challenging since students are stakeholders, not customers. Feedback is collected, analyzed and actions are taken based on the input. The students are vocal about their concerns and directly report them to the management.
- **Dr. Sr. Alphonsa** recommended focusing on the parameters that received lower scores and analyzing those as for improvement.
- **Mr. Matthew George** suggested reducing the number of questions in the feedback questionnaire, particularly eliminating questions related to slow learners. He also proposed conducting internal audits within departments if external or semester audits are difficult to carry out.
- **Prof. M. Rajendra** appreciated the institution's efforts in maintaining classrooms and suggested displaying Bloom's Taxonomy, the vision and mission of the College in the class rooms and a list of experiments in the labs.
- **Response from Dr. Uma Joseph:** She shared that detailed information about the college, its departments and programs is already available in the college handbook and on the website.

Approval:

- With the above observations and discussions, the Action Taken Report of the 52nd Governing Body Meeting was approved by the members.

2. Brief Presentation of the Activities for the Odd Semester, Academic Year 2024-25

A video showcasing the various activities of the institution during the odd semester of the academic year 2024-25 was presented to the Governing Body. The members commended the efforts of Principal Dr. Uma Joseph and the team for successfully organizing a diverse mix of academic, cultural and co-curricular activities. The Board acknowledged and appreciated the dedication to enriching campus life.

Key Highlights of the Odd Semester Activities:

1. **Introduction of the MBA Program:** The MBA program was launched with approval from AICTE for an intake of 120 students, while the State Government permitted an intake of 60 students.
2. **Adoption of 5 Villages under UBA:** The institution undertook the adoption of five villages under the Unnat Bharat Abhiyan (UBA) and conducted various activities at these Thandas (villages).

3. **Cancer Awareness Campaign:** A Cervical Cancer Awareness and Vaccination Drive was organized to promote public health and educate the community.
4. **Introduction of M.Sc. AI and ML:** The MSc Computer Science program was replaced with a new Master's program in Artificial Intelligence and Machine Learning (AI & ML).
5. **Proposed BMS Honors Course:** Dr. Uma Joseph proposed the introduction of a BMS Honors course but also informed the Board of the challenges in offering multiple entry and exit options due to current policies.

Board Discussions and Suggestions:

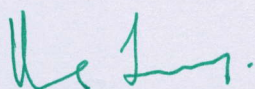
- **Prof. Rajendra** suggested that the video or presentation showcasing the activities should be shared along with the minutes of the meeting for a more detailed review by the members.
- **Mr. Kishore Borra** appreciated the efforts and offered to assist students in securing internships and placements, as he is part of the Hyderabad Software Association committee.
- **Ms. Kavitha** expressed concern about the difficulty in securing placements for PG students, despite completing their Minor/Major Projects. She highlighted how the CCNA course has empowered students in terms of networking. In response, Mr. Kishore mentioned that placements have declined due to the rapid growth of AI technologies.
- The Board was informed that students who secured placements received packages ranging from ₹3.5 lakhs to ₹22 lakhs. **Prof. Rajendra** recommended presenting detailed placement data in the next Governing Body meeting.
- **Dr. Vijjulatha** appreciated the efforts made by the institution and suggested that the college could potentially rank below 50 in the NIRF (National Institutional Ranking Framework). She also recommended the introduction of a BSc. MLT (Medical Laboratory Technology) course. **Dr. Usha Praveena** responded that departments under the Faculty of Life Sciences would work towards the proposal.
- **Dr. Sr. Alphonsa** acknowledged the limitations of space and the challenges of introducing new courses without closing some existing ones.
- The Governing Body acknowledged and appreciated the institution's progress in various academic, cultural and community-related activities during the odd semester. Members offered valuable suggestions to improve placements, curriculum offerings, and institutional growth in line with emerging trends.
- **Prof. Matthew George** suggested placing greater emphasis on the number of student achievements in the presentations to provide a clearer overview of the institution's progress.
- **Dr. Sr. Sherly** commented that research activities, including the number of publications, need to be strengthened and given more focus.
- **Prof. Rajendra** shared an example of Tesla's introduction of reusable rockets to highlight the importance and potential of research and innovation in various fields.

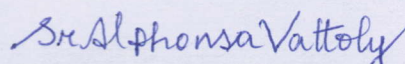
- **Dr. Uma Joseph** responded that focusing on research can be challenging given the heavy teaching hours. She emphasized the need for some brainstorming to categorize faculty into different levels based on their research involvement.

3. Presentation of Even Semester Results for Batch 2024 by CoE Dr. Alice David

- Dr. Alice David presented a comprehensive analysis of the even semester results. **Mr. Matthew George** inquired about the decline in the percentage of results for BSc and MA Mass Communication students. **Dr. Vijjulatha** noted that there is a drop in number of students transitioning from one semester to the next.
- In response, **Dr. Uma Joseph** explained that some students were detained due to low percentages. **Dr. Alice David** added that students tend to be more serious about exams in the even semester, which has positively impacted their overall performance.
- **Dr. Uma Joseph** highlighted the increasing importance of skilling and internships in preparing students for future careers.
- **Prof. Rajendra** suggested that more assignments be given to students to reinforce learning. Additionally, he proposed that a question bank based on Bloom's Taxonomy could be compiled and used as part of student assignments.
- **Prof. Rajendra** also recommended that students take up NPTEL courses to further enhance their knowledge. **Dr. Roselin** mentioned that while students do take NPTEL, Swayam, and MOOC courses, there is currently no provision for credit transfer. These courses are listed under Non-CGPA.
- **Dr. Sr. Alphonsa Vattoly** expressed concerns about the impact of AI on education. **Mr. Kishore Borra** responded by explaining that personal AI trainers are now being used to generate reports and complete tasks more efficiently, with improved quality, content and grammar.

The 53rd Governing Body meeting concluded with a formal vote of thanks proposed by **Dr. Usha Praveena**, Dean of Science. She acknowledged and expressed gratitude for the valuable insights and suggestions provided by the Board members.


(Dr. Uma Joseph)
Principal / Secretary
St. Francis College for Women
Begumpet, Hyderabad - 16


(Dr. Sr. Alphonsa Vattoly)
Chairperson
Governing Body
St. Francis College for Women
(Autonomous)
Begumpet, Hyderabad-16.