



St. Francis

College for Women Begumpet, Hyderabad-500016

(Autonomous & Affiliated to Osmania University)
NAAC Re-accredited with 'A' Grade 4th Cycle

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S. No: 512/SFC/GB-MIN/2025

25 April, 2025

To,

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

Dear Sister /Sir /Madam,

Sub : Minutes of 54th Meeting of the Governing Body – dated 10th April, 2025- Reg.

Please find enclosed the **Minutes of 54th Governing Body** which was held on 10th April, 2025 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 - 500 016

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***



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54th Governing Body Meeting Minutes

Date: 10th April, 2025

Time : 11.00 a.m.

Venue : Board Room

Agenda:

- Prayer & Welcome
- Action Taken Report of 53rd Governing Body Meeting
- Brief Presentation of the Activities of Academic year 2024 -2025
- Ratification of proceedings of the 41st Academic Council Meeting
- Ratification of Minutes of Finance committee
- 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. M. Vijjulatha, Vice Chancellor, Telangana Mahila Viswavidyalayam, Koti, Hyderabad – State Government Nominee.
5. Mr. J Mathew George, Director, Higher Education, St. Mary's Educational Society, Hyderabad. - Management Nominee/Educationist
6. Mr. Kishore Borra, Managing Director, Energy Tech Global, Hyderabad – Management Nominee, Industrialist.
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 College for Women, Management Member.
10. Sr. Suneetha M, College Treasurer, St. Francis College for Women, Management Member.
11. Dr. Alice David, Controller of Exams, St. Francis College for Women.
12. Dr. P Roselin, IQAC Coordinator & HOD of Dept. of Microbiology, St. Francis College for Women.
13. Dr. Usha Praveena, Dean of Science, St. Francis College for Women

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14. Ms. Manjiri, Dean of Arts, St. Francis College for Women
15. Dr. S. Sunitha, Dean of Commerce St. Francis College for Women
16. Ms. B. Kavitha, Senior Faculty, Dept. of Computer Science, St. Francis College for Women

Members Absent:

1. Prof. R. Rajendra, Dean, College Development Council, & Professor Mechanical Engineering, Osmania University. Hyderabad
2. Ms. A. Padmaja, Senior Faculty, Dept. of Commerce, St. Francis College for Women

Minutes of the Meeting

The 54th Governing Body Meeting commenced with a warm welcome by Principal Dr. Uma Joseph, who extended her gratitude to the esteemed external members for their presence and valuable contributions. She then introduced the external members -

Dr. Archana Dinesh, Prof. M. Vijiulatha, Prof. R. Rajender, Mr. Kishore Borra and Mr. Matthew George to the Members present.

The meeting proceeded with a blessing invocation by Dr. Sr. Alphonsa Vattoly, Provincial Superior of St. Francis Convent, Secunderabad, and Chairperson of the Governing Body. In her invocation, Dr. Sr. Alphonsa underscored the significance of holistic education. She noted that the diverse expertise and perspectives of the Board members from various fields would be instrumental in shaping the institution's growth and development.

Action Taken Report

Dr. P. Roselin, IQAC Coordinator, presented the Action Taken Report (ATR) for the 53rd Governing Body Meeting, highlighting the following recommendations and the responses to them

Prof. Rajendra suggested that the video or presentation showcasing the activities should be shared for a detailed review by the members.

Response: A copy of the Report is shared with the members present during Governing Body meeting.

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.

Dr. Sr. Alphonsa Vattoly recommended focusing on the parameters that received lower scores and analyzing those for improvement

Response: A comparative analysis of the feedback data was conducted for the last three years. Areas with a dip in feedback, particularly those with "strongly disagree" responses, were identified and presented.

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.

Response: The feedback questionnaire, the number of questions were reduced from 24 to 12. The internal audit is scheduled to take place on the 22nd and 23rd of April, 2025.

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: Detailed information about the college, Departments and programs is available in the college handbook and on the website.

Vision and mission of the Departments is displayed in front of each Department.

Dr. Vijulatha appreciated the efforts made by the institution and suggested that the college could potentially rank below 50 in the NIRF (National Institutional Ranking Framework).

Response: The institution is actively working to improve its NIRF ranking by identifying key areas for improvement and setting research goals.

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.

Response: Student achievements is presented to provide a clearer overview of the institution's progress.

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.

Response: A question bank based on Bloom's Taxonomy was compiled by giving it as assignment for few courses.

Prof. Rajendra recommended that students take up NPTEL courses to further enhance their knowledge.

Response: NPTEL courses are actively pursued by students across the disciplines as Product and Brand Management, Genetic Engineering: Theory and Application, Commodity Derivatives & Risk Management and Entrepreneurship.

Suggestions:

Mr. Matthew George suggested that feedback analysis could be improved by filtering out outlier data or anomalies, leading to a more accurate interpretation of the results. Building on this,

Dr. Sr. Alphonsa Vattoly recommended conducting a separate analysis for departments showing such anomalies. In response, **Dr. Uma Joseph** confirmed that separate departmental analyses are already being carried out, and that Department Heads and individual faculty members are called to discuss the causes of these anomalies.

Approval:

With the above observations and discussions, the Action Taken Report of the 53rd Governing Body Meeting was approved by the members.

Brief presentation of the Activities for the Even Semester, Academic Year 2024-25:

Principal Dr. Uma Joseph presented a brief report of the activities and achievements for the year 2024-2025. A video presentation highlighting the institution's various activities during the even semester of the 2024-25 academic year was presented to the Governing Body. The members applauded Principal Dr. Uma Joseph and her team for their exceptional efforts in organizing a wide range of academic, cultural, and co-curricular activities. The Board expressed its appreciation for the dedication to creating a vibrant campus life, recognizing the positive impact on the students' overall experience.

Discussion and Suggestions:

Dr. Vijjulatha inquired about the quality of publications by the faculty and students, asking whether they were featured in reputed journals. In response, Dr. Roselin P. mentioned that both faculty and student publications are published in Scopus-indexed and peer-reviewed journals.

In reply to a Query by Chairperson of Governing Body – What was one unique happening in college - Dr. Uma Joseph highlighted about Unnat Bharat Abhiyan (UBA) and various initiatives conducted under UBA. She emphasized on the involvement of Student Clubs of college in the UBA Programme.

Dr. Roselin Spoke about the first of its kind study abroad program initiated by department of Microbiology in association with Case Western Reserve University – Ohio, USA designed to immerse students of Case Western University in the process of inquiry develop scientific thinking, emphasizing global collaboration with mutual immersion.

Mr. Kishore Borra encouraged members to suggest two impactful initiatives that could contribute to the institution's growth. In response:

- Dr. Usha Praveena proposed an increase in patents, publications, and the establishment of incubation centres.
- Dr. Roselin P suggested focusing on product development.
- Dr. Usha highlighted the challenges and difficulties the institution faces in product development. Mr. Kishore offered support by facilitating industry connections.

Dr. Sunitha S. shared that students are taken on visits to startups to help them understand real-world challenges and opportunities.

Dr. Uma Joseph emphasized the need to introduce new academic courses, while Dr. Sr. Sherly spoke about the difficulties in starting new research centres.

Mr. Kishore Borra suggested that each Head of Department could identify and implement one key transformational initiative for the academic year to contribute to the institution's growth.

Mr. Matthew George proposed setting up an incubation centre to foster a strong research culture and promote startups, although space constraints were noted. He also recommended including financial literacy under UBA initiatives. Dr. Uma Joseph responded that sessions have already been conducted on Sukanya Samriddhi Yojana and waste segregation.

Dr. Sr. Alphonsa recommended involving student clubs in outreach and community engagement activities.

Sr. Carmali Thaniath informed the group that Yuvaflare funds were utilized to provide financial support to school children in Adilabad. She also mentioned that the team visited the families of support staff to assess and assist with their needs.

Dr. Uma Joseph shared that students regularly meet with Deans to raise their concerns, which are then discussed with the Management for resolving it.

Mr. Kishore Borra appreciated the efforts of the institution and inquired whether the members visit other institutions to observe and adopt best practices.

Dr. Uma Joseph replied that faculty members visit other colleges under the Xavier Board and engage in collaborative activities. Dr. Sr. Alphonsa Vattoly, a NAAC Peer Team member, added that she implements best practices observed during her institutional visits.

Dr. Uma Joseph also mentioned ongoing efforts to establish industry-academia collaborations for placements and internships, though aligning with the academic calendar remains a challenge.

Mr. Kishore recommended exploring the Prime Minister's Internship Programs.

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Dr. Usha Praveena highlighted that some students have completed internships at the University of Hyderabad and will initiate Apprenticeship Engagement Degree Program by TGCHE

Finally, Dr. Uma Joseph pointed out the difficulties faced in introducing the Banking, Financial Services and Insurance (BFSI) program.

Ratification of proceedings of the 41st Academic council Meeting

Dr. Usha Praveena, Dean of Sciences, presented a concise summary of the 41st Academic council meeting's discussions and decisions.

Recommendations:

Dr. Sr. Alphonsa Vattoly and Dr. Vijjulatha highlighted challenges in introducing an M.Sc. program in Quantum Physics, particularly concerning high costs and the difficulty of recruiting qualified faculty.

Mr. Matthew proposed that the average of two internal assessments be considered for evaluation, with special permissions granted in exceptional cases.

Dr. Uma Joseph stated that the inclusion of a second language in the final year will be subject to directives issued by TGCHE.

The Management of St. Francis College expressed inability to include a new second language – Arabic (as suggested during Academic Council) due to want of space.

Ratification of minutes of Finance committee

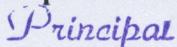
Sr. Suneetha, college Treasurer presented Minutes of previous Finance committee meeting held and proposed budget for the next academic year which was approved by the board.

The 54th Governing Body meeting concluded with a formal vote of thanks proposed by Dr. Sr. Sherly. She expressed her sincere appreciation to the Board of members for their insightful suggestions and valuable feedback, acknowledging the significant contribution they made.

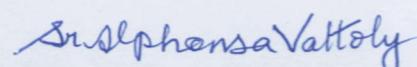


(Dr. Uma Joseph)

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.