

St. Francis College for Women
Begumpet, Hyderabad - 500 016

(Autonomous & Affiliated to Osmania University)

Minutes of IQAC Core team Meeting on 13th June 2019

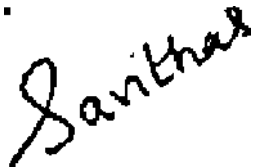
Time : 11.20 a.m

Venue : IQAC room


Members Present

1. Dr.Savitha Sukumar
2. Dr.Roselin
3. Dr.Mallika
4. Ms.Alina Jyothi
5. Dr.Shailaja Raj
6. Dr.Lalitha
7. Ms.Padmasree
8. Ms.Mary Kavitha

The IQAC coordinator informed the core committee members present for the meeting about the DVV clarification sought by NAAC. The information that 24th June 2019 was the deadline to submit the DVV clarification to NAAC was shared with the members. Members were requested to approach IQAC to upload the DVV clarification details from 18th June.



Dr. Savitha
IQAC Coordinator



(Sr. Sandra Horta)

IQAC Chairperson

Principal

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Minutes of IQAC Core team meeting on 27th June 2019

Time : 9.30 a.m Venue : IQAC room

Members Present

1. Dr.Savitha Sukumar
2. Dr.Roselin
3. Dr.Mallika
4. Dr.Uma Joseph
5. Ms. Deepa James
6. Ms.Alina Jyothi
7. Dr.Shailaja Raj
8. Dr.Lalitha
9. Ms.Padmasree
10. Ms.Mary Kavitha

The IQAC Coordinator discussed the details of the programme schedule for the NAAC sponsored 2-day National Seminar on The Role of NAAC Accreditation in Developing Innovative Curriculum Design for Sustenance of Quality in Higher Education on 28th & 29th June. The Organising committee consisting of the NAAC core Committee members gave valuable suggestions relating to the conduct of the seminar.

Savitha

Dr. Savitha
IQAC Coordinator



(Sr. Sandra Horta)

Principal
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Minutes of IQAC Core team meeting on 8th July 2019

Time : 9.30 a.m

Venue : IQAC room

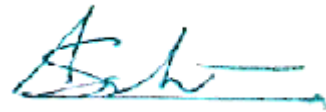
Members Present

1. Dr.Savitha Sukumar
2. Dr.Roselin
3. Dr.Mallika
4. Dr.Uma Joseph
5. Ms. Deepa James
6. Ms.Alina Jyothi
7. Dr.Shailaja Raj
8. Dr.Lalitha
9. Ms.Padmasree
10. Ms.Mary Kavitha

The IQAC Coordinator informed the Core Committee that the SSR has been pre-qualified for assessment and that our college has been asked to go ahead and make the payment of the second instalment fees after which the peer team visit date will be notified. The payment modalities would be completed by 12th July 2019.

Savitha

Dr. Savitha IQAC
Coordinator



(Sr. Sandra Horta)

IQAC Chairperson

Principal

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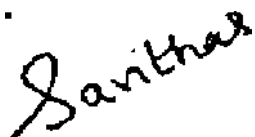
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Minutes of IQAC Core team meeting on 23rd July 2019


Time: 9.30 a.m. Venue: IQAC room

1. Members Present
2. Dr.Savitha Sukumar
3. Dr.Roselin
4. Dr.Mallika
5. Dr.Uma Joseph
6. Ms. Deepa James
7. Ms.Alina Jyothi
8. Dr.Shailaja Raj
9. Dr.Lalitha
10. Ms.Padmasree
11. Ms.Mary Kavitha

The IQAC Coordinator informed the Core Committee that the communication regarding the NAAC Peer Team Visit Dates are 27th & 28th August 2019.



Dr. Savitha
IQAC Coordinator



(Sr. Sandra Horta)
IQAC Chairperson
Principal
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Minutes of IQAC Core team meeting on 1st August 2019

Time: 10.30a.m

Venue : Board room

Members Present

1. Sr.Sandra
2. Sr.Sherly
3. Dr.Mallika
4. Dr.Savitha Sukumar
5. Dr.Roselin
6. Dr.Uma Joseph
7. Ms.Alina Jyothi
8. Dr.Shailaja Raj
9. Dr.Lalitha
10. Ms.Deepa
11. Ms.Padmasree
12. Ms.Mary Kavitha

The meeting began with a prayer by Sr. Sandra. Core committee met to discuss the details to be kept ready by the college for the upcoming peer team visit.

Dr. Uma Joseph, Head, Department of History, was requested to orient the staff regarding the peer team visit on 2nd August 2019. Dr. Savitha Sukumar, IQAC Coordinator, was requested to make a presentation on the criteria wise checklist for the departments at the staff meeting on 2nd August 2019.



Dr. Savitha
IQAC Coordinator



(Sr. Sandra Horta)

IQAC Chairperson

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Minutes of IQAC Core team meeting on 8th August 2019

Time : 10.30a.m Venue : Board room

Members Present

1. Sr.Sandra
2. Sr.Sherly
3. Dr.Mallika
4. Dr.Savitha Sukumar
5. Dr.Roselin
6. Dr.Uma Joseph
7. Ms.Alina Jyothi
8. Dr.Shailaja Raj
9. Dr.Lalitha
10. Ms.Deepa
11. Ms.Padmasree
12. Ms.Mary Kavitha

The meeting began with a prayer by Sr. Sandra. As a quality enrichment initiative in the Institution, Sr.Sandra suggested that an Academic and Administrative audit would be undertaken on August 16th, 2019 under the aegis of IQAC. The Undergraduate and Post Graduate Departments and Administrative office would be subjected to Audit. The audit team would comprise of the following faculty members

AUDIT TEAM

1. Dr.Uma Joseph
2. Dr.Shailaja
3. Dr.Mallika
4. Dr.Roselin
5. Dr.Savitha

Savitha

Dr. Savitha
IQAC Coordinator

Sandra

(Sr. Sandra Horta)
IQAC Chairperson

Principal
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MINUTES OF THE IQAC INTERNAL MEETING AND ACTION TAKEN REPORT

Date: Jan 29 ,2020 Venue: Board Room

Time: 11.30 a.m.

The IQAC Internal meeting was convened to discuss issues pertaining to the Quality of the Institution. Following information was shared with the members by the Principal:

1. Project Work related - Hard Copies to be submitted to the Exam Branch by March 1 ,2020. Internal Evaluation of 40 marks to be completed by March 1.
2. BoS related.
 - To get the CBCS structure with title of courses (subjects) for approved from respective parent university department - by February 8 ,2020
 - BoS can start from February 10 ,2020 to be completed by February 28 ,2020. Date of BoS to be filled in the sheet on the notice board in the principal's room.
 - Composition of BoS (Annexure 1)
 - BoS can take place in Board room or Labs as per convenience with prior booking.
 - In case of big departments - only regularized faculty may be present for the BoS meeting
 - Templates for Syllabus Copy, Question paper format - shared by CBCS review committee members with HoDs to be followed
 - Course (subject) title to be within 33 characters (including spaces)
 - Course (subject) syllabus copy to have Course Outcomes only
3. Supplementary Exams related
 - After a thorough analysis of the supplementary results - decision whether the exams in the coming year will be in February or April to be taken
 - Suggestion for supplementary exams to be conducted on a Saturday to be examined.
 - Suggestion to have Science supplementary exams in the mornings also to be examined.
4. Internal Assessment marks related.
 - It was **resolved** that HoDs should endorse the IA marks before being forwarded to the Exam Branch.
 - Assignments Vs Equivalence marking for IA based on External exam marks for Sports and NCC students was discussed.

- It was opined that giving assignments would be beneficial to the students.
 - The instruction to give a minimum of 70% marks (out of 40) for such students was also recollected.
5. Revaluation results related.
- It was **resolved** that if there is a 20% or more variation between the original marks and first revaluation marks - then a third revaluation would be done - Best of the 2 will be considered with benefit to the student.
6. Ongoing Placements related - Update was given by Placement officer Lt. Marie Thomas
- Of the approximately 630 students registered, approximately 140 students were placed.
 - Feedback from recruiting officers - Aspirants a) High on confidence levels b) Inadequate domain knowledge (specific mention of Accounting) c) Poor vocabulary skills
 - ❖ Faculty wise number /details of students placed was requested to be shared.
7. Clarification of IT related issues - by Ms. Afeefa
- The criteria for getting the event attendance was reiterated.
 - It was reiterated that the procedure for marking event attendance was shared with all faculty members.
 - ❖ An appeal for allowing students to access hall tickets till their first exam on payment of a higher condonation fee on the lines of a tatkal system was put forward for consideration.
 - ❖ An appeal to consider the 'late punch' of faculty members during the road repair work in the second week of January was also put forward.
8. Faculty Vehicle parking related.
- It was **resolved** that Employee ID could be furnished for registration purpose as against the earlier required Driving License Data
9. Letter of Recommendation (LOR) request letter related.
- Clarification of the need for the request form was made clear - to get an idea of academic details before furnishing a LOR, helpful in documentation.
 - Process
 - ❖ After principal's signature, the request form to be given to the faculty concerned by the principal's office.
 - ❖ LOR on the letterhead to be printed by the concerned student (not to use department facility)
10. Faculty Development Programme related
- It was advised by principal to organize FDPs Faculty-wise each semester.
 - Efforts to be made to make it Inter-collegiate in nature.
11. Internal Academic Audit related

Date to be announced soon.

- Department's to be ready with documents NAAC Criteria-wise
- Checklist will be sent.
- Faculty members to fill in Self-appraisal forms for the current academic year
- All departmental data to be updated.

12. Regarding Dress Code

- To be specified in the Handbook for the next academic year as 'Knee Length Tops' along with No sleeveless, No cold shoulders, No T-Shirts
- Letter of Undertaking to be signed by the present first and second years before the close of the academic year in the presence of class mentors.

13. Schedule for Final year photographs to be finalized and displayed.

14. Request for photographer to cover events by departments to go through the HoD Mass Communications

Savitha

Dr. Savitha
IQAC Coordinator



(Sr. Sandra Horta)

IQAC Chairperson

Principal

St. Francis' College for Women

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