



# ST. FRANCIS COLLEGE

P. B. No. 3417, 8th Main, 3rd Block, Koramangala, Bengaluru - 560 034

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Ph.: 080 2553 1037 / 38

Affiliated to Bengaluru City University: Recognized by Govt. of Karnataka

COLLEGE CODE : 1214

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2020-21

### ACTION TAKEN REPORT (ATR) OF THE MEETING ON 20.06.2020

Sl. No	Discussion / Decision	Action Taken
1	Proposal to organize international inter-collegiate e-festival	The international inter-collegiate e-festival commenced from 08.07.2020. Some of the events held in the festival included solo and group performances in Indian dance, Western dance, Indian song and Western song. Other competitions included instrumental music, beatboxing, social media campaign, photography, story narration, mono act, skit, logo design, interior design, stand-up comedy, word hunt and brain teasers, among others. On the finale day on 15.07.2020 at 11:00 am, a panel discussion was held via a webcast on 'Educating the Next - the future of education and the importance of incorporating a more holistic approach for the present generation'.
2	Proposal to organize a student orientation program and career counselling	IQAC took initiative to organize Company Secretary Career Prospects and Opportunities, a student orientation program in association with Institute of Company Secretaries of India (ICSI) on 20.07.2020. Ms. Noor Sumayya, Assistant Director, ICSI, Bengaluru Chapter was the resource person for the programme.
3	Discussion on organizing Hatch and Hatch Initiatives	Hatch 2020, creating a new tomorrow with the global learning community was executed in the following manner. Hatch Immunity 2020 initiatives from 24.07.2020 to 30.07.2020. Hatch Community 2020 from 02.08.2020 to 06.08.2020. Hatch thought leaders from 07.08.2020 to 11.08.2020. On finale day 12.08.2020, a virtual panel discussion was arranged. The dignitaries from the fields of education, entertainment, industry, sports, policy makers were invited to take part in the event which benefit the global learning community
4	Discussion on celebrating 74 <sup>th</sup> Independence Day – Atma Nirbhar Bharath	The 74 <sup>th</sup> Independence Day – Atma Nirbhar Bharath was celebrated virtually on 15 <sup>th</sup> August 2020. The cultural committee of the college handled the responsibility of celebrating it. Resource persons delivered a talk on Independence Day and fundamental duties and human

		rights. The covid warriors were felicitated by the college witnessing their efforts during pandemic.
5	Training programme for new faculties on ERP and online class management	The IQAC initiated the training programme for the new faculties on ERP and online class management on 28.08.2020. Ms. Sabitha S, IQAC Coordinator, trained the staff on ERP and Ms. Sameera Fernandes trained the faculties on online class management
6	Online Orientation programme for the new 2020 batch of students	As per the notifications from Bengaluru City University, Online Orientation programme for the new 2020 batch of students was scheduled for 2 days on 01.09.2020 and 02.09.2020. All the new batch of students attended the session via zoom meetings on both the days.
7	Preparation and approval of academic calendar of events and timetable	As per the calendar of events of Bengaluru City University, the calendar of events was prepared. Timetable committee prepared the timetable as per the subject allocation approved and circulated to all the staff members before the commencement of classes.
8	Quality initiatives by the Department amidst of Covid-19	After the orientation programme, activities were planned at the department level along with teaching to involve the students to the best and enhance the skills among them. The activities include department level orientation, ice-breaker sessions, Business and IT quiz, Skill enhancement initiatives through webinars, virtual workshops etc at the department level.
9	HR Policy and HRMS awareness programme	The IQAC took an initiative to organize awareness programme on HR Policy and HRMS to all the teaching and non-teaching staff on 01.09.2020. The resource persons were Mr. Thomas Chacko, Principal Consultant, Founder Partner, iConnexions LLP and Ms. Bindu Prince, Head, HR and Accounts. The staff were benefited in terms of seeking clarity on HR policies and procedural steps to be followed.
10	Introduction of value-added programmes at the department level	The responsibility of planning for the VAP courses was given to respective departments

*Subs the*  
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### ACTION TAKEN REPORT (ATR) OF THE MEETING ON 21.09.2020

Sl. No	Discussion / Decision	Action Taken
1	Review of online classes via zoom meetings and its effectiveness	All the staff members were asked to explore additional tools to foster interaction through innovative teaching pedagogies to make the virtual classes more effective and developing guidelines to tackle technological barriers.
2	Conducting internal tests (online) and its mechanism, monitoring and vigilance	Examination committee was handed over the responsibility of conducting internal tests virtually. They were asked to develop a comprehensive guideline, conduct trial runs with the students to identify potential issues, and scheduling a follow-up meeting to review the outcomes of initial online tests.
3	Roles and responsibilities of HODs and Class teachers	IQAC was given the responsibility of drafting a detailed roles and responsibilities document for distribution and scheduling a follow-up meeting to review implementation and address any challenges
4	Organizing a Faculty Development Programme (FDP) on holistic education	IQAC was given the responsibility to organize a Faculty Development Programme (FDP). It was successfully organized on 19.12.2020 on the topic Franciscan way of approach to holistic education. The resource person was Bro. Melchior Tom.
5	Review of POs, PSOs, and submission of COs for the academic year	IQAC was asked to review POs, PSOs submitted by the departments in the past. All the subject teachers were assigned with the task of submitting respective courses COs to the IQAC. It will be reviewed and intimated if any corrections required. Also, finalizing revised POs, PSOs, and COs, and scheduling a follow-up meeting to ensure all changes are effectively integrated into the curriculum.
6	Virtual activities to engage the students after class hours	Respective departments were asked to assign faculty to oversee the specific activities, and creating promotional materials to encourage student participation. It was suggested that HODs should have follow-up meeting to evaluate the effectiveness of the activities and make necessary adjustments.

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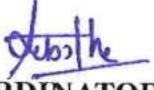
## INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2020-21

### ACTION TAKEN REPORT (ATR) OF THE MEETING ON 21.12.2020

Sl. No	Discussion / Decision	Action Taken
1	Review on ongoing online classes and performance of students in internal tests	After reviewing the ongoing online classes and performance of students in internal tests, action was taken to enhance engagement strategies, providing focused support for slow learner students, and addressing scheduling concerns to ensure a more uniform learning experience and have the better results.
2	Organizing free covid test for the stakeholders	Follow-up actions was taken and the free covid test was organized on 12.01.2021 and 13.01.2021. All the necessary arrangements were taken care in association with BBMP officials. The college and the BBMP ensured all the protocols were followed in terms of social distancing and regular sanitization.
3	Scheduling of virtual parent-teacher meeting	Realizing the importance of having PTM and to discuss family well-being, student progress, upcoming academic goals, and addressing any concerns from both parents and teachers, PTM was scheduled on 30.01.2021. The invitations and communications were sent well in advance and the parents were well informed about the meeting.
4	Inauguration of additional functional committees and cells Scheduling of Prize distribution ceremony of the competitions and felicitation to course toppers	As per the decision taken in IQAC, Inauguration of additional functional committees and cells along with Prize distribution ceremony of the competitions and felicitation to course toppers was organized 20.02.2021. Dr. PRS Chetan, Additional Chief Officer, Civil Defence, Karnataka and Dr. Govinda Gowda HG, NSS programme Officer, BCU were the chief guests of the Programme. Additional functional committees and cells were inaugurated with a motto and the prizes were distributed and toppers were felicitated.
5	Student council nominations, selection, installation and investiture ceremony	As per the plan discussed and approved by the principal and management, the student council installation and investiture ceremony were held on 23.02.2021. All the office bearers were felicitated by the management and

		Principal. The director made all the office bearers to take the oath to move in a progressive direction which benefits the student's community at large and the institution. Before the ceremony, nominations were taken, selections happened based on the approved plan and shortlisted the final office bearers through an interview.
6	Discussion on renewal of Easylib, INFLIBNET and DELNET	In order to maintain access to valuable academic resources and digital library services, our chief librarian contacted the service providers to confirm the terms and conditions and it was renewed on 12.01.2021, 10.03.2021, 17.03.2021 respectively.
7	Discussion on Preparation of students to face university examination	All the faculties were asked to organize the review sessions, conduct mock exams, and suggested to track the student progress and provide individualized support specially for numerical and practical papers.
8	Preparation to introduce value-added programmes at the department level for the new semester	Responsibility was given to departments to plan, prepare, approve the content, syllabus, and mode of delivery.

  
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### ACTION TAKEN REPORT (ATR) OF THE MEETING ON 20.03.2021

Sl. No	Discussion / Decision	Action Taken
1	Discussion on commencing the 2020-21 even semester classes	As per the notification and circular from Bengaluru City University, 2020-21 even semester classes commenced from 10.05.2021 via online. All the faculties gave a commitment to facilitate a smooth transition into the new semester.
2	Preparation and approval of academic calendar of events and timetable	As per the university calendar of events, college calendar of events was made and the timetable committee completed their work on time to facilitate the online classes without interruption
3	Approval of COs of new academic semester	All the respective faculties submitted their COs to the IQAC and was reviewed by the team.
4	Discussion on hosting an international workshop on research	After the careful planning as per the decision taken in the IQAC meeting, an international virtual workshop (Spectrum 2021) on Research Paradigms was successfully organized from 03.05.2021 to 08.05.2021. All the documentation was taken care by the R & D team of the college.
5	Discussion to host a webinar on mind control due to covid	Realising the importance of having a webinar on mind control due to covid -19 pandemic, department of Psychology successfully organized the webinar on 26.05.2021. The students, faculties and parents participated in the Programme. The Resource person was Dr. C.R Chandrashekhar, Rtd. Professor, Department of Psychiatry, NIMHANS, Bangalore. The session also addressed the mental health challenges intensified by COVID-19.
6	Proposal to have syllabus orientation programme in association with BCU	As per the discussion in IQAC meeting, the principal submitted the proposal to virtually organize syllabus orientation to BCU. University gladly accepted and gave the approval to organize one day Virtual Orientation of IV Semester BBA & BBA Aviation Revised Syllabus (BCU) in association with Bangalore University Teachers Council of Commerce and Management (BUTCCM) on

	<p>27.05.2021. The department of Management was given the complete responsibility of hosting the orientation program and IQAC ensured all the things were well planned and executed. All the communications with the participants, resource persons, chief guests were made in advance and ensured the syllabus orientation programme is beneficial to all. Everybody supported the initiative of the college and a commitment to enhancing academic alignment through this collaborative effort with BCU.</p>
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