ST. FRANCIS COLLEGE

P. B. No. 3417, 8th Main, 3rd Block, Koramangala, Bengaluru - 560 034
Email : admin@stfranciscollege.edu.in, www.stfranciscollege.edu.in
Ph.: 080 2553 1037 / 38   Mob.: +91 8792265704 / 9449260409
Affiliated to Bengaluru City University: Recognized by Govt. of Karnataka & Approved by AICTE

COLLEGE CODE : 1214

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2022-23

ACTION TAKEN REPORT (ATR) OF THE MEETING ON 27.06.2022

Sl. No	Discussion / Decision	Action Taken
1	Discussion on organizing regular activities from NDLI club of library	As per the decisions in IQAC meeting, necessary steps will be initiated to conduct activities through NDLI club.
2	Discussion to organize an awareness and literacy session on Intellectual property	Realising the importance and awareness of intellectual property, the IQAC and the department of MBA organized KAPILA – Kalam Program for IP literacy and Awareness Program on 20.07.2022. The resource person was Mr. C Naveen Andrew, Deputy Controller of Patents & Designs - Chennai Branch Patent Office, Government of India. The faculties and students got benefitted from the session.
3	Discussion to host south zone inter-university kabaddi championship	As per the decisions taken in IQAC meeting to host south zone inter-university kabaddi championship in association with Bengaluru City University, the process is in place and college representatives are in conversations with university officials regarding registrations and other arrangements.
4	Discussion on inauguration and orientation of 2022-23 UG batch of students	As per the university calendar of events, the inauguration and orientation of 2022-23 UG batch of students was organized on 01.09.2022 and 02.09.2022. The event was presided by Rev. Bro. Xavier Alexander, Chairperson, St. Francis College on Day-1 and Dr. C.M. Manjunath, Senior Cardiologist and Director, Sri Jayadeva Institute of Cardiovascular Science and Research, Bengaluru was the Chief Guest on this special occasion. Day – 2 was coordinated by the AICUF, St. Francis College in the first half and the second half was taken over by various individual departments.
5	Discussion on preparation and approval of academic calendar of events and timetable	As per the university calendar of events, college academic calendar of events was prepared and the timetable committee ensured everything is set to commence the academic semester.

6	Discussion to schedule bridge course classes for the new batch of students	A per the decisions in IQAC meeting, bridge course classes were conducted aimed at addressing academic gaps and easing their transition into degree life.
7	Discussion on procedure for handing over of responsibility and no due procedure	As per the decisions taken in IQAC meeting, IQAC coordinator prepared the handing over of responsibility and no due procedural forms and submitted for approval from the Principal and the Management.
8	Discussion on proposal submission for inclusion of college under UGC 2(f)	As per the decision taken in the IQAC meeting, the principal will be initiating the documentation process and do the necessary follow-up with the officials.
9	Proposal to host a job fair - Resourcegenic - 2022	As per the approvals, job fair - Resourcegenic – 2022 was organized in association with Know your Skills on 10th & 11th September 2022. Approximately 350 students registered & 30 industries have participated including Code Young, Good works Lab & HSBC participated in Job Fair. Dr. Ramalinga Reddy, MLA, BTM constituency inaugurated the event and appreciated the college and its management for taking up the initiative and helping in making young generation employed.
10	Introduction of value-added programmes at the department level	The responsibility of planning for the VAP courses offline / online including finalization of the course and syllabus was given to respective departments HODs and VAP Coordinators.

COORDINATOR, IQAC

IQAC Co-ordinator
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ACADEMIC YEAR 2022-23

ACTION TAKEN REPORT (ATR) OF THE MEETING ON 19.09.2022

Sl. No	Discussion / Decision	Action Taken
1	Discussion on preparedness to host south zone inter-university kabaddi championship and registrations for the same	After taking the necessary permissions, approvals from the Bengaluru City University, south zone inter-university kabaddi championship was hosted from 07th to 10th December 2022. The tournament was inaugurated by Prof. Lingaraja Gandhi, Vice Chancellor, Bengaluru City University. All the match officials were given accommodation in nearby hotels and the accommodation for participants were arranged in the college itself. Dr. Ramalinga Reddy, MLA, BTM Constituency witnessed the event and the valedictory ceremony was graced by Prof. Lingaraja Gandhi, Vice Chancellor, Bengaluru City University.
2	Discussion on submission of department activity reports and Cells and committees reports to IQAC	As per the decisions taken in IQAC meeting, all the communications were made to submit the documents to IQAC.
3	Discussion to schedule internal audit by IQAC to check on the documents submitted by respective departments, committees, cells and clubs	The sample audit forms were prepared for internal auditing purpose and audit schedule were tentatively fixed. All the IQAC coordinators were asked review the files once the schedule is finalized.
4	Discussion on installation of RFID security gate in library and information center	As per the decisions taken in IQAC meeting and detailed analysis of information by the principal and director, the decision was made to install RFID security gate in the month of November 2022.
5	Proposal to host a workshop on personality development and grooming of girls	IQAC in association with women cell of the college hosted a workshop on personality development and grooming of girls on 29.11.2022. The resource person was Ms. Samaira Khan. Girl students from all the departments attended the workshop, interacted with the resource person and got benefitted

6	Discussion to go for 1st cycle of NAAC accreditation process	As per the thorough discussions and decisions taken in IQAC, it is decided to go for 1st cycle of NAAC accreditation process and the IIQA submission is targeted for June 2024. The documentations from departments, committees, cells, clubs and other documents to be arranged systematically as per the requirements. IQAC is given responsibility to review the same. Regular review meeting will be scheduled to know the further updates by the principal and the director.

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ACADEMIC YEAR 2022-23

ACTION TAKEN REPORT (ATR) OF THE MEETING ON 19.12.2022

Sl. No	Discussion / Decision	Action Taken
1	Proposal to host faculty development programme in the field of Aviation Management	As per the discussion and decision in IQAC meeting. IQAC and Department of Management in association with Bengaluru City University organized faculty development programme on "Basics of Passenger and RAMP handling" on 31.01.2023. The chief guest was Dr. H Bhavani, President, BCUTCCM. The resource persons were Vandana N Revankar (SFC), Mr. Sharath (Sindhi College), Pilot. Dennis Almeida.
2	Proposal to host national level seminar on e-filing process and procedure of income tax	National Level seminar on "Income Tax E-Filing Process and Procedure" was organized by the IQAC and department of management in association with IQAC on 30.01.2023 and 31.01.2023. The resource person was Mr. Sathish T, Co-Founder, Bluepeak Advisers Pvt Ltd.
3	Discussion on subscription renewal of Inflibnet, Delnet and Easylib in the library and information center	Inflibnet, Delnet and Easylib in the library and information center was renewed on 17.02.2023, 21.02.2023, 24.02.2023 respectively.
4	Importance to extra-curricular and co-curricular activities	All the departments, committees, cells, clubs were asked to conduct extra-curricular and co-curricular activities and suggested them to include in their COE only so that students participate and enhance their skills, abilities and knowledge.

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ACADEMIC YEAR 2022-23

ACTION TAKEN REPORT (ATR) OF THE MEETING ON 20.03.2023

Sl. No	Discussion / Decision	Action Taken
1	Discussion on commencing of semester after university examinations	The new semester commenced from 24.04.2023 as per the calendar of events of Bengaluru City University.
2	Discussion on preparation and approval of academic calendar of events, calendar of events of committees, cells and clubs and timetable	As per the decisions taken in IQAC meeting, academic calendar of events, calendar of events of committees, cells and clubs and timetable was prepared and approval was taken.
3	Proposal to host FDP for the in-house faculties on machine learning	As per the approval from IQAC, the IQAC and department of CSA hosted faculty development programme on Azure Machine Learning and Data Analytics from 29.05.2023 to 31.05.2023. Ms. Mega BS and Vijay B R, Mevi Technologies LLP were the resource persons of the FDP. The program aimed to equip faculty members with the necessary knowledge and skills to integrate AZURE Machine Learning and Data Analytics into their teaching and research activities. The FDP comprised a series of insightful sessions, interactive workshops, and hands-on exercises, led by renowned industry experts and trainers from Mevi Technologies.
4	Proposal to host seminar on latest buzz in computer science for the students	The IQAC and the BCA department in association with TECHBYHEART organized a seminar on Cyber security and Ethical Hacking for 4th semester BCA students on 5th May 2023. The seminar aimed to educate participants about the importance of cybersecurity and how it can be used to protect sensitive data and information. The resource persons were Sreenath Gopinath, Associate Member of National Cyber safety and Security Standard New Delhi, Director &CMO -Techbyheart India pvt. ltd Kochi, Centre head of AppinTechnogy lab(Delhi IIT Based Cyber Security Institution) Kochi, Kozhikode and Mr.

		Dhanoop R, Cyber Security Expert at Appin Technology Lab, Kochi (Delhi IIT Based cyber Security institution)
5	Discussion on renewal of NDLI club of library and information center	As per the decisions in IQAC meeting, NDLI club of library and information center was renewed on 14.05.2023
6	Proposal to host an international conference	As discussed, and decided, an international conference on contemporary trends in commerce and management is scheduled to be in the month of June 2023. Dates will be decided based on the availability of international guests and international delegates.
7	Discussion to host national level inter-collegiate fest, Carnivalesque 2023	Dates were finalized to host the national level inter-collegiate fest, Carnivalesque 2023 from 14.07.2023 to 16.07.2023. Preparations are happening to host the mega event. All the committees are allotted with the respective works.
8	Discussion to host an inter-collegiate weight lifting and power lifting championship for men and women in association with Bengaluru City University and obtaining of necessary approvals	An inter-collegiate weight lifting and power lifting championship for men and women in association with Directorate of Physical Education, Bengaluru City University was organized on 07.06.2023 and 08.06.2023. A total of 190 Players from various colleges affiliated to BCU participated in the championship. Sri. Shyam Sundar M, Physical Education Director, NMAMIT Nitte, was the chief guest for the Weightlifting competition on 7th June 2023 and Sri. Vishwanath Ganiga, International Powerlifter was the chief guest for the Powerlifting Competition on 8th June 2023.
9	Proposal to request for additional intake for BCA, MBA, Proposal to introduce M. Com Regular and closure request of BSW	As per the discussions and decisions in IQAC, application for the same was submitted in June 2023
10	Introduction of value-added programmes at the department level	The responsibility of planning for the VAP courses offline / online including finalization of the course and syllabus was given to respective departments HODs and VAP Coordinators.

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