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
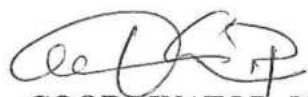
COLLEGE CODE : 1214

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2023-24

ACTION TAKEN REPORT (ATR) OF THE MEETING ON 19.06.2023

Sl. No	Discussion / Decision	Action Taken
1	Discussion on preparedness to host an international conference.	As per the discussion in IQAC, an international conference on contemporary trends in commerce and management is all set to organized on 30th June 2023. Chief guests and Key note speakers are contacted and necessary arrangements are been taken care by respective conference committees.
2	Discussion on preparedness to host national level inter-collegiate fest, Carnivalesque 2023	The National level inter-collegiate fest, Carnivalesque 2023 will be organized from 14.07.2024 to 16.07.2024. All the teams are asked to coordinate well to implement the decisions.
3	Proposal to host an international seminar on Applications of MATLAB by the Department of Mathematics and Statistics in the month of July 2023	As per the decisions taken in IQAC meeting, an international seminar on Applications of MATLAB organized by the IQAC and the Department of Mathematics & Statistics on 13.07.2023. Dr. A. Manickam, from the VIT Bhopal University, Research Association with Institute for the Future of Knowledge, University of Johannesburg, South Africa was the resource person of the event.
4	Proposal to initiate Academic and Administrative Audit (AAA), Green Audit / Environment audit and Energy Audit	After the discussion in IQAC, it was decided to initiate and plan for the Academic and Administrative Audit (AAA), Green Audit/Environment Audit, and Energy Audit.
5	Discussion on hosting 2nd annual athletic meet	As per the proposal from the Department of Physical Education, 2nd annual athletic meet was organized on 08.07.2023.
6	Discussion regarding the establishment of Institution Innovation Council (IIC)	As per the decisions taken in IQAC meeting, Institution Innovation Council (IIC) was registered and established on 25.07.2023. Q4 council meeting was scheduled on 01.08.2023

7	Discussion on inauguration and orientation for 2023 new batch of UG students	As per the calendar of events from BCU, inauguration and orientation including department orientation for 2023 new batch of UG students was on 01.08.2023 and 03.08.2023.

COORDINATOR, IQAC

IQAC Co-ordinator
St. Francis College
Koramangala Bengaluru-34

PRINCIPAL

PRINCIPAL
ST. FRANCIS COLLEGE
PB NO. 3417, 3RD BLOCK, 8TH MAIN,
KORAMANGALA BENGALURU-560034

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 2023-24

ACTION TAKEN REPORT (ATR) OF THE MEETING ON 18.09.2023

Sl. No	Discussion / Decision	Action Taken
1	Discussion on commencing of classes for UG, preparation and approval of academic calendar of events calendar of events of committees, cells and clubs and preparation of timetable	As per the university calendar of events, classes commenced from 25.09.2023. Calendar of events, timetable was prepared and communicated before the commencement of classes.
2	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
3	Discussion on organizing inter-collegiate technical fest	As per the approval from IQAC, an inter-collegiate technical fest was organized on November 4th, 2023 in association with TECHBY HEART. The chief guests of the fest were Mr. Nikhil Hegde. Senior Subject Matter Expert at Rubixe and Mr. Sajad Chemmukkan. CEO & Director of TECHBYHEART. There were totally 4 workshops conducted along with other events like tech quiz, hackathon etc.
4	Discussion on subscription to plagiarism software, demonstration, feedback and acceptance by university	As per the discussion and decision taken in IQAC meeting, the service provider was called to give demonstration to the faculty members and IQAC. On positive feedback and discussions with the management and the principal, DrillBit Plagiarism software was subscribed on 09.11.2023.
5	Discussion on submission of activity reports by departments, clubs, committees, cells to the IQAC and scheduling the audit for the same	A per the discussion in the meeting, IQAC coordinator communicated the deadlines for the submission of activity reports by departments, clubs, committees, cells and other analysis reports as prepared by the respective departments. Internal audit will be scheduled to check the report contents and its compliance with the requirements.

6	Renewal of academic collaboration with JNC autonomous and conducting of FDP on research	As per the decision in IQAC meeting, it is decided to renew the academic collaboration with JNC autonomous and plan to conduct FDP on mutual agreements

COORDINATOR, IQAC

IQAC Co-ordinator
St. Francis College
Koramangala Bengaluru-34

PRINCIPAL

PRINCIPAL
ST. FRANCIS COLLEGE
PB NO. 3417, 3RD BLOCK, 8TH MAIN,
KORAMANGALA BENGALURU-560034

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 2023-24

ACTION TAKEN REPORT (ATR) OF THE MEETING ON 18.12.2023

Sl. No	Discussion / Decision	Action Taken
1	Discussion on renewal of Inflibnet, Delnet and Easylib Softwares for library and information center	As per the decisions taken in IQAC meeting, the Inflibnet, Easylib, and Delnet Softwares for library and information center was renewed on 04.03.2024, 05.0.2024 and 07.03.2024 respectively.
2	Discussion on organizing a mental health sensitization programme for the faculty members and administrative staff	As per the decisions taken in IQAC meeting, mental health sensitization programme for the faculty members and administrative staff was organized by IQAC in association with CAD-CV project NIMHANS on 15.02.2024
3	Discussion on hosting a faculty development programme (FDP) for the in-house faculty members	The faculty development programme (FDP) for the in-house faculty members was organized by IQAC on 20.02.2024 on the topic Igniting Excellence for Empowered Educators. The resource person was Mr. Ajit Kaikini, Director Buoyancee Growth & Corporate Training
4	Discussion on scheduling an orientation session on HR policies and HRMS for all the new joiners	As per the discussions, orientation session on HR policies and HRMS for all the new joiners was organized by HR department in association with IQAC on 14.03.2024.
5	Discussion on scheduling of internal test to assess the performance of students	The examination committee of the college conducted internal tests as per the COE with all the arrangements. Also, they directed all the faculties to complete the valuations as early as possible and keep the marks ready for submission. On finalization of internal assessment marks, the same can be uploaded to UUCMS portal.

COORDINATOR, IQAC

IQAC Co-ordinator
St. Francis College
Koramangala Bengaluru-34

PRINCIPAL

PRINCIPAL
ST. FRANCIS COLLEGE
PB NO. 3417, 3RD BLOCK, 8TH MAIN,
KORAMANGALA BENGALURU-560034

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 2023-24

ACTION TAKEN REPORT (ATR) OF THE MEETING ON 18.03.2024

Sl. No	Discussion / Decision	Action Taken
1	Discussion on preparedness to start the new semester, preparation and approval of academic calendar of events, calendar of events of committees, cells and clubs and finalization of timetable	The new semester of the academic year of UG commenced from 21.03.2024. COE and timetable were made ready before the commencement of classes.
2	Introduction of value-added programmes at the department level and status of registration to SWAYAM MOOCs Courses for January 2024 Semester	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. Additional responsibility was given to identify and make students register to SWAYAM MOOCs / NPTEL courses and complete the proctored exam.
3	Discussion to host BCU inter-collegiate softball and netball tournament for men and women 2024	BCU inter-collegiate softball and netball tournament for men and women 2024 was hosted by the college on 02.05.2024 and 03.05.2024. The event concluded with the prize distribution ceremony on 03.05.2024
4	Discussion on hosting 3rd annual athletic meet	The 3rd annual athletic meet was organized by the department of physical education on 19.04.2024 at St. John's medical grounds. The students across departments participated in the meet.
5	Proposal of IIC and IIIC to host HR Conclave 2024	As per the discussions and decisions in the IQAC meeting, IIC and IIIC hosted the HR conclave on 04.05.2024. All the invited industry experts gathered and there were 2 fantastic panel discussions. All the participants had a learning vibe on the day of HR conclave.
6	Discussion on hosting national level inter-collegiate fest, Carnivalesque 2024	As per the discussions and decisions in the IQAC meeting, the national level inter-collegiate fest, Carnivalesque 2024 was organized on 23.05.2024 and 24.05.2024 with the theme Chronoforge. The chief guest of the inaugural ceremony was Mr. Karthik Mahesh, Bigg Boss Kannada

		S10 Winner and Actor. The participants across cultural, academic and sports events enjoyed both the days and gave positive feedback about the event.
7	Discussion regarding the preparedness and status check for IIQA submission	Overall, the team is on track to meet the submission, with the majority of tasks either completed or in progress. Follow up meeting will be scheduled to verify and documentation. IIQA submission targeted for June 2024
8	Closure of M.Com (F & A) Program	As per the discussion in IQAC meeting, the application will be sent to university in the month of May 2024
9	Proposal to introduce performance appraisal system at the college	As per the decisions taken, IQAC coordinator was given the responsibility to come up with the required performance appraisal forms and submit to principal and management for review and approval. Once it is approved, it will roll out for the staff members to fill and submit for further process and schedule of one-on-one meetings.

COORDINATOR, IQAC

IQAC Co-ordinator
St. Francis College
Koramangala Bengaluru-34

PRINCIPAL

PRINCIPAL
ST. FRANCIS COLLEGE
PB NO. 3417, 3RD BLOCK, 8TH MAIN,
KORAMANGALA BENGALURU-560034