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
Recognized under section 2(f) of the UGC Act, 1956: ISO 9001:2015 Certified

COLLEGE CODE : 1214

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2024-25

ACTION TAKEN REPORT (ATR) OF THE MEETING ON 24.06.2024

Sl. No	Discussion / Decision	Action Taken
1	Status Check for IIQA Submission for the 1st Cycle of NAAC	The IQAC reviewed the preparedness for IIQA (Institutional Information for Quality Assessment) submission. Necessary institutional data and documents were compiled, and the draft IIQA was prepared for final review. The Principal was updated on the current status, and necessary modifications were incorporated. The institution submitted the IIQA on 26.06.2024.
2	Understanding of SOP of NAAC and QnM & QlM Metrics	A detailed orientation session was organized for all IQAC members and NAAC coordinators to enhance understanding of the NAAC's Standard Operating Procedure (SOP), including Quantitative (QnM) and Qualitative Metrics (QlM). Relevant documents were circulated, and examples from accredited institutions were shared to ensure clarity. Queries from the team were addressed, and a follow-up session was planned to reinforce conceptual clarity.
3	Allocation of Staff Members towards Different Criterions of NAAC	Staff members were allocated to various NAAC criteria based on their academic background and administrative experience. A criterion-wise coordination details was prepared, and criterion heads were assigned responsibilities for data collection, documentation, and report writing. A timeline for submission of criterion-wise drafts was shared to ensure accountability and timely progress.
4	Understanding the Procedure for the SSR Submission on Approval of IIQA	IQAC conducted a session to discuss the procedure for SSR (Self-Study Report) submission following the approval of IIQA. The process was explained step-by-step, including uploading of documents, formatting of QnM and QlM responses, and final submission protocols. A shared drive was created for seamless collaboration, and a task force was constituted to monitor SSR preparation and documentation quality.

ST. FRANCIS COLLEGE BENGALURU KORAMANGALA

5	Plan for the quality initiatives at the IQAC level	The IQAC identified key focus areas for initiating quality enhancement measures in alignment with the institutional vision and NAAC guidelines. As part of this initiative, it was decided to introduce structured academic audits, enhance the use of ICT tools in the teaching-learning process. Additionally, quality initiatives like Smart India Hackathon 2024 (SIH) were organized on 11.09.2024 and a session on CO & PO attainment was organized to all the teaching staff members to understand and enhance knowledge on Outcome Based Education (OBE).

COORDINATOR, IQAC

IQAC Coordinator
St. Francis College
Koramangala Bengaluru-34

ST. FRANCIS COLLEGE * BENGALURU * KORAMANGALA *

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
Recognized under section 2(f) of the UGC Act, 1956: ISO 9001:2015 Certified

COLLEGE CODE : 1214

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2024-25

ACTION TAKEN REPORT (ATR) OF THE MEETING ON 23.09.2024

Sl. No	Discussion / Decision	Action Taken
1	Self-Study Report (SSR) Submission Status Update and the Related Pending Works	Pending works related to SSR submission were identified and delegated to respective criterion heads. A follow-up timeline was shared, and respective criterion heads were instructed to submit final inputs. Finally, the SSR was submitted on 26.09.2024.
2	Review of QnM Documents as per the Criterion and Its Metrics before Submission	Each QnM document was reviewed for data accuracy and relevance. Feedback was incorporated, and updates were made to align with NAAC documentation requirements. The SSR was submitted on 26.09.2024.
3	Review of Proposal to Organize Seminar on IPR and Workshop on Nurturing Start-ups for Students	The proposal was approved, and dates were tentatively finalized. Seminar on IPR to be scheduled on 07.10.2024 and Workshop on Nurturing Start-ups to be scheduled for 28.10.2024 and 29.10.2024. Coordinators for both events were nominated, and communication with potential speakers/resource persons was initiated. Budget and logistic planning were set in motion.
4	Proposal to Conduct National Level Faculty Development Programme (FDP) on IPR	The FDP proposal was approved. The organizing team was tasked with drafting the proposal and identifying eminent resource persons. The proposal was prepared and submitted for approval. The 6-Day FDP was tentatively scheduled from 21.10.2024 to 26.10.2024.
5	Review of the Proposal to Organize 2-Day Second International Conference	The conference proposal received approval, and a core organizing committee was formed. Initial planning began, including theme finalization, call for papers, and preliminary communication with prospective keynote speakers and collaborators. Proposed to organize in January 2025

ST. FRANCIS COLLEGE * BENGALURU *

6	ATAL Sponsored FDP – Capitalizing the Opportunity to Apply in Second Round of Applications	The committee resolved to apply in the upcoming round of ATAL FDPs. A concept note and proposal draft were prepared under the guidance of identified faculty coordinators. Topics aligned with national thrust areas were shortlisted, and the proposal was submitted on 06.11.2024 after review by the IQAC, Principal and Director.

COORDINATOR, IQAC

IQAC Coordinator
St. Francis College
Koramangala Bengaluru-34

ST. FRANCIS COLLEGE BENGALURU KORAMANGALA

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
Recognized under section 2(f) of the UGC Act, 1956: ISO 9001:2015 Certified

COLLEGE CODE : 1214

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2024-25

ACTION TAKEN REPORT (ATR) OF THE MEETING ON 18.12.2024

Sl. No	Discussion / Decision	Action Taken
1	Status of the Self-Study Report (SSR) Post-DVV Clarification	DVV responses were submitted along with the required documents. The IQAC coordinated with criterion heads to ensure timely completion and accurate uploading. SSR after DVV verification received on 19.11.2024 and the same is hosted in the college website.
2	Finalization of Dates for the NAAC Peer Team Visit	The NAAC Peer Team visit dates are yet to be proposed and finalized.
3	Preparation for the NAAC Peer Team Visit and Compilation of QlM Files	All the criterion coordinators were asked to work on the QlM documentation. Files were asked to be reviewed for format consistency and completeness. Suggested to have both hard and soft copies and organized for easy access during the Peer Team Visit.
4	Planning the Pre-requisites for the NAAC Peer Team Visit including schedules and other arrangements	A list of Pre-requisites for the PTV were made and in the process of finalization. Responsibilities were planned to be assigned for display arrangements, logistics, campus cleanliness, signage, and event flow. A dry-run and presentation rehearsal schedule was proposed to be planned to ensure readiness.
5	Review of Preparations for the Second International Conference	The organizing committee reported progress on themes, keynote speakers, and publicity. Brochures were drafted, the call for papers was released, and a conference timeline was set for execution. The 2 days international conference was organized on the theme "Leveraging Technology and Analytics for Sustainable Business Growth: Innovations in Management, AI, and CSR " on 23.01.2025 & 24.01.2025 through hybrid mode in association with Eudoxia Research University.
6	ATAL-Sponsored FDP – Review of Approval, Execution, and Post-Event Documentation	The FDP was successfully conducted. Participant feedback was collected, reports were compiled, and necessary documentation (attendance, feedback analysis, financial

		report) was prepared and uploaded to AICTE's portal and copy of the reports sent to ATAL Academy.
7	Status of Teaching-Learning Innovations and ICT Integration	Departments adopted teaching practices such as assigning MCQs from each chapters, online assessments, and e-content posted in LMS.
8	Preparation for NIRF Submissions	Data collection templates were circulated. Department-wise coordinators compiled data related to teaching, research, outreach, and perception. Drafts are under review, and final documents are being prepared for timely submission. The last date for submission was extended. Finally, Data pertaining to College and Overall Category under NIRF 2025 was successfully submitted on 30.01.2025.

COORDINATOR, IQAC

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

ST. FRANCIS COLLEGE ★ KORAMANGALA ★ BENGALURU

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
Recognized under section 2(f) of the UGC Act, 1956: ISO 9001:2015 Certified

COLLEGE CODE : 1214

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2024-25

ACTION TAKEN REPORT (ATR) OF THE MEETING ON 17.03.2025

Sl. No	Discussion / Decision	Action Taken
1	Update on NAAC Peer Team Visit	Virtual Peer Team visit dates are yet to be confirmed by the NAAC team. SOP and Schedule received and internal preparation timelines were finalized and mock presentations have commenced. All departments were briefed on their roles during the visit. All other necessary arrangements as per the SOP are in place. Review meetings will be held to know the status of each.
2	Progress on Preparation of Presentations for Peer Team Visit	Criteria-wise presentation templates were shared. Mock presentation sessions were scheduled, and feedback was given to fine-tune the content and delivery.
3	Proposal for Establishment of Indian Knowledge System (IKS) Cell in the College	A core committee was formed to draft the vision, mission, and activity plan of the IKS Cell. The proposal was approved by the principal and the Director. The IKS Cell is given the responsibility to explore and organize the activities and workshops. Also, its suggested to keep an eye on the AICTE opportunities to host the ATAL FDPs related to IKS.
4	Academic Audit – Documentation Review	Academic audit schedules were circulated. UG and PG departments, coordinators of cells, committees, clubs were instructed to cooperate with the internal audit team and make the corrections suggested by the auditor.
5	IIRF Ranking 2025 – Status Update	IIRF Ranking 2025 results were out on 26.02.2025. St. Francis College has secured the 19th rank in the state and 33rd rank in the zone in the IIRF Rankings 2025 – Best B-Schools Category!
6	Update on National Level Inter-Collegiate Fest: *Carnivalesque 2025*	Event planning was completed and invitations were sent to colleges across the region. A core committee from student council is monitoring the progress and logistics. The Carnivalesque 2025 is scheduled to happen on 08.04.2025 and 09.04.2025. 97 Colleges and 1325 students participated in the fest across different academic, cultural and sports events.

7	Enhancing the Active Participation of Committees, Cells, and Clubs in Quality Initiatives of the institution	All the coordinators of Committees, Cells, and Clubs were instructed to be more active in engaging the students and suggested to take more quality initiatives and contribute to the accomplishments of the institution.

COORDINATOR, IQAC

IQAC Coordinator
St. Francis College
Koramangala Bengaluru-34

PRINCIPAL

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