



St Francis Institute of Management and Research

IQAC

Annual Action Taken Report for the Academic Year 2020 - 21

Sr No.	Date of the Meeting	Action Areas	Action Taken
1	19 September 2020	Monitoring of Quality Objectives for the Academic Year 2019-20	The objectives of the Institute have been achieved for the Academic Year 2019 – 20.
2	19 September 2020	Performance Improvement for the Academic Year 2019-20	The performance improvements outlined for the Academic Year 2019 – 20, have been achieved.
3	19 September 2020	Plan of Action and Initiatives for the Academic Year 2020-21	<ul style="list-style-type: none"> • Successful Transition to Teams and Zooms platform • Teaching and learning- Microsoft Campus Agreement done. • Online - Institute promotional activities undertaken through social media. • Designed Fee Collection module in ERP and accepted the fees of students through ERP • Designed SOPs for conduct and execution of ONLINE Exams
4	28 November 2020	Online Lectures	<ul style="list-style-type: none"> • FDP conducted on “Effective Online Tools for Teaching and Learning Process.” conducted on 14 Jun 2021. • List of new online pedagogical tools used in teaching are submitted by faculty members (if utilized) along with the monitored session plan.
5	28 November 2020	Guest Lectures and Training Programmes	<ul style="list-style-type: none"> • Happithon Session conducted by the Mindfulness centre on 22.05.2021 by



			<p>Dr. Devyani Rozario - Academician, Soft Skills Trainer, and Happiness Coach.</p> <ul style="list-style-type: none"> • Online training for aptitude has been procured from Vikalp Education Portal for all the second year students.
6	28 November 2020	Placements	<ul style="list-style-type: none"> • Feedback from the students undergoing the placement process is collected and documented. • Unplaced students were mentored and counselled by the mentors to improve their prospects. • Cover letter format shared with students for applying of jobs by CMC.
7	28 November 2020	Evaluation of Term End Examination and Internal Assessment	<ul style="list-style-type: none"> • The term end examinations and midterm examinations question papers were designed to achieve the course outcomes. • The course outcomes and programme outcomes mapping and attainment levels were computed for the Academic Year 2020-21.
8	28 November 2020	Accreditation and Quality Certification	Submission of IIQA for cycle 2 of Accreditation on 11 th March 2021.
9	12 March 2021	Readiness of the website for NAAC accreditation – Cycle 2	<ul style="list-style-type: none"> • The webpage for uploading the NAAC SSR and the documentary evidences has been designed and implemented. • The Institute Website was reviewed and monitored by the Website Monitoring Committee. • The tabs were updated as per the inputs received from the Website Monitoring Committee.



10	09 July 2021	Institute Development Plan (Strategic Plan)	<ul style="list-style-type: none"> • The Strategic Initiatives were classified as Short Term and Long Term. • The status of the Strategic Initiatives was color coded – Green denotes that the initiatives are ‘In-practice’, Yellow denotes that the initiatives are ‘Emerging’, and Orange denotes that the initiatives are ‘In-pipeline’ • The Strategic Plan (Institute Development Plan) was reviewed and approved by the Director and Chairman and uploaded on the website. Link for Strategic plan: - https://sfimar.org/document/strategic-plan.pdf
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Smita J

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Approved by : Dr. D. Henry Babu – Director

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