



St Francis Institute of Management and Research

IQAC

Annual Action Taken Report for the Academic Year 2019-20

Sr No.	Date of the Meeting	Action Areas	Action Taken
1	25.7.2019	Designing of the student development program	The student skill development program calendar is prepared and approved and communicated to students via email and displayed on the CMC notice board.
2	25.7.2019	Designing research incentive clause to promote research activities of faculty members	The Research Policy is approved and communicated to faculty members through email
3	25.7.2019	Purchase of ICT equipment	The IT department purchased desktops and laptops and SOPHOS antivirus software to enhance the security of the IT systems
4	19.11.2019	Planning and preparing for upcoming events and students' involvement	Events are organized as per the Event Calendar and Facilitators to encourage the students to participate in events and monitor their involvement.
5	19.11.2019	Updating departmental procedures and formats	The departmental procedures are upgraded as per the internal audit report, and uploaded on DSpace
6	19.11.2019	NBA progress	The preparation of files – I and P files in progress for the peer team visit.
7	7.03.2020	Implementation of Online platforms for teaching-	Utilization of Microsoft teams and Zoom in the teaching-learning process and administrative work

		learning and administrative work	
8	7.03.2020	Update on club/forum activities	Activities were organized as per the Event calendar and few could not be organized due to the outbreak of the pandemic Covid-19
9	12.05.2020	Conducting exams and completing evaluation using online mode	Term- End Examinations were conducted through Google based Autoproctor system
10	12.05.2020	Stakeholders' Feedback	The feedback has been analyzed and communicated to the departments for further action and implementation.



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