



ST. FRANCIS DE SALES COLLEGE

A FRANSALIAN INSTITUTE OF HIGHER EDUCATION

NAAC ACCREDITED • PERMANENTLY AFFILIATED TO BANGALORE UNIVERSITY • AICTE APPROVED • RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT • ISO 9001:2015 CERTIFIED

Criterion 6

Governance, Leadership and Management



6.5.1: Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities.

Institutional Benchmark

📍 Electronics City P.O., BENGALURU - 560 100, Karnataka, INDIA

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ST. FRANCIS DE SALES COLLEGE
INSTITUTIONAL BENCHMARK 2022-23

DEPARTMENT BENCHMARK



APPROVED BY
THE PRINCIPAL

PREPARED BY
ACADEMIC AUDIT AND ACCREDITATION CELL &
INTERNAL QUALITY ASSURANCE CELL

20.10.2022



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Institutional Benchmarks

Departments – 2022-23

1. Multidisciplinary/Interdisciplinary courses

- Departments to offer multidisciplinary/Interdisciplinary courses

2. Blended Learning

- For the OEC papers, we can adopt them at the initial stage. 80:20 – Offline: Online

3. Curriculum Design

- The curriculum is to be framed for each course (**Course Plan**) and the HODs will verify and submit their course plan to the Academic Coordinator
- 1st, 3rd, and 5th semesters by 22.10.2022
- 2nd, 4th and 6th semesters by February 31.01.2023

4. Academic Calendar

- Academic Calendar to be prepared by each department
- The HOD to verify and submit to AC and IQAC
- To be submitted by 28.10.2022

5. Add/on and Certificate Courses

- ❖ Total courses to be offered: 26

B.Com	BBA	BA	BSc	BCA	Kannada	Hindi	English
2	2	2	2	2	2	2	2

M.Com	M.Sc Psychology	MSC Maths	MA Economics	MBA
2	2	2	2	2

- Students enrolled in the Add-on/Certificate Programs
 - a. *100% student enrollment to be ensured*
- Completion of the Add-on/Certificate Programs
 - a. *100% student participation and completion to be ensured*



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6. Teachers to participate in curriculum development and assessment of the affiliating University or to be a member of the academic bodies

- **100% of the faculty to participate**
- All eligible faculty must attend the Bangalore University Evaluation process
- Faculty can be a part of any one of the following
 - Academic council/BoS of Affiliating University
 - Setting of question papers for UG/PG programs
 - Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
 - Assessment /evaluation process of the affiliating University

7. Integrating Cross Cutting Issues

- Integrating Cross-cutting issues to be related to **Professional Ethics, Gender, Human Values, Environment, and Sustainability into the Curriculum**
- The topics to be identified in each subject that teaches the mentioned issues and one activity to be conducted for each.
- All issues are to be identified for every class and one activity is to be conducted in the classroom itself.
- For Example, the language subjects teach human values.

8. Experiential learning through project work/field work/internship

- **30% of the courses** to be covered either under project work/field work/internship
- **100% student to participate** in experiential learning
- Individual student reports to be maintained for experiential learning.
- Project and more internship opportunities to be provided to final years.

NAAC Recommendation:

- Students are to be provided with better internships and fieldwork options

9. Advanced and Slow Learners

- Policy on Slow and Advanced Learners to be followed.

NAAC Recommendation:

- As students are from the underprivileged sector, extra care is needed

10. Student Centric Methods

- Student Centric Methods such as *experiential learning, participative learning, and problem-solving methodologies* are to be used



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- All the subjects to adopt student-centric methods
- Activity-based learning to be adopted and records to be maintained
- Activity recommendations are attached as *annexure 1*

11. Use of ICT-enabled tools for teaching

- All the teachers to use ICT-enabled tools
- Recommendations are attached as *annexure 2*

12. PO/CO

- OBE Policy of the institution to be adopted
- PO/CO attainment to be analyzed and gap analysis to be submitted to OBE Team.

13. Pass Percentage of students

- Pass percentage of students of graduating batch to be *above 96%*
- Semester result analysis to be carried out and submitted to the Exam Cell.
- Result Analysis for the internal exam, model exam to be carried out and remedial measures to be carried out.

14. Grants received from Government and non-government agencies

- 15 lakhs

B.Com	BBA	BA	BSc	BCA	Kannada	Hindi	English
2 lakh	1 lakh	1 lakh	1 lakh	1 lakh	1 lakh	1 lakh	1 lakh

M.Com	M.Sc Psychology	MSC Maths	MA Economics	MBA
2 lakh	1 lakh	1 lakh	1 lakh	1 lakh

15. Research Guides

- 2 - *M.Com Faculty* to register as Guides under *Bangalore University*

16. Research Projects

- All departments to have research projects funded by the government agencies

B.Com	BBA	BA	BSc	BCA	Kannada	Hindi	English
1	1	1	1	1	1	1	1



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M.Com	M.Sc Psychology	MSC Maths	MA Economics	MBA
1	1	1	1	1

17. Innovations

- Ecosystem for innovations and initiations for the creation and transfer of knowledge to be encouraged
- Departments to encourage and *registration of innovations, patents, trademarks, and copyrights.*
- All the departments to participate
- To collaborate with ASPIRE Cell for orientations and support

B.Com	BBA	BA	BSc	BCA	Kannada	Hindi	English
1	1	1	1	1	1	1	1

M.Com	M.Sc Psychology	MSC Maths	MA Economics	MBA
1	1	1	1	1

18. Research, IP and Entrepreneurship

- *60 programs* (Collaborated with Research Cell and ASPIRE) to be conducted on research methodology, Intellectual Property Rights and entrepreneurship
- The activities attached as *Annexure 3* are to be conducted

B.Com	BBA	BA	BSc	BCA	Kannada	Hindi	English
6	5	5	5	5	3	3	3

M.Com	M.Sc Psychology	MSC Maths	MA Economics	MBA
5	5	5	5	5

19. PhDs registered per eligible teacher

- Under the PG Commerce faculty registered as research guides 4 students to get registered as research scholars

20. Research and Development

- *100% faculty participation* to be ensured

For PhD Doctorates

Presentation of research article in conferences/seminars/workshops	2
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Publication of research articles in UGC CARE Listed journals	2
Participation in FDP/Workshop (Not less than seven days)	1
NPTEL/ARPIT (Minimum 8 weeks)	1
Pursuing of Major/Minor research project	1

For other than PhD Doctorates

Presentation of research article in conferences/seminars/workshops	1
Publication of research articles in UGC CARE Listed journals	1
Participation in FDP/Workshop (Not less than seven days)	1
NPTEL/ARPIT (Minimum 8 weeks)	1
Pursuing of PhD OR Minor research project	

21. Books and Chapters

- **100% faculty participation** to be ensured

For PhD Doctorate

Book published/Chapters in edited volumes of books and papers published in national/international conference proceedings	2

For other than PhD Doctorates

Book published/Chapters in edited volumes of books and papers published in national/international conference proceedings	1
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22. Extension activities

- Extension activities are to be carried out in the neighbourhood community, sensitizing students to social issues, for their holistic development, and impact thereof (Coordinated by DISHA)
- **26 – Activities** to be conducted

B.Com	BBA	BA	BSc	BCA	Kannada	Hindi	English
2	2	2	2	2	2	2	2

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2	2	2	2	2

23. Students participation in extension activities

- 100% of the students should participate in the extension activities

24. Collaborative Activity



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- Collaborative activities for research, Faculty exchange, Student exchange/ internship to be conducted
- Collaborative *Activities* – 23
- One activity with each MOU signed

NAAC Recommendation:

- A more meaningful set of activities to be conducted through the MOUS

B.Com	BBA	BA	BSc	BCA	Kannada	Hindi	English
2	2	2	2	2	1	1	1

M.Com	M.Sc Psychology	MSC Maths	MA Economics	MBA
2	2	2	2	2

25. MOU

- 23 *functional MoUs* with institutions, other universities, industries, corporate houses etc to be signed
- Previous MoUs to be functional

B.Com	BBA	BA	BSc	BCA	Kannada	Hindi	English
2	2	2	2	2	1	1	1

M.Com	M.Sc Psychology	MSC Maths	MA Economics	MBA
2	2	2	2	2

26. Capacity building and skills enhancement programs

- 23 *Capacity building and skill enhancement programs* (Soft skills, Language and Communication, Life skills (yoga, physical fitness, health and hygiene) to be conducted.
- 100% students to participate and benefit from the programs

B.Com	BBA	BA	BSc	BCA	Kannada	Hindi	English
2	2	2	2	2	1	1	1

M.Com	M.Sc Psychology	MSC Maths	MA Economics	MBA
2	2	2	2	2



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27. Vocational Courses

- 10 Vocational Courses to be offered

B.Com	BBA	BA	BSc	BCA	Kannad a	Hindi	English
1	1	1	1	1	0	0	0

M.Com	M.Sc Psychology	MSC Maths	MA Economics	MBA
1	1	1	1	1

28. Students progressing to higher education

- 40% of students should progress to higher education
➤ Orientations to be conducted

29. Students qualifying in state/national/ international level examinations

- 10% of the students to qualify in state/national/international level exams
➤ Workshops/orientations to be conducted

30. Student Placement

- 50% of the students to be placed

31. Best Practices

- Departments to identify two best practices and submit the proposals along with their academic calendar
➤ To practice the best practice and report in the prescribed format to be submitted during the Annual Audit with supporting documents of output.

32. Linkages

- 13 Activities to be conducted

B.Com	BBA	BA	BSc	BCA	Kannada	Hindi	English
1	1	1	1	1	1	1	1

M.Com	M.Sc Psychology	MSC Maths	MA Economics	MBA
1	1	1	1	1



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S.No	Club/Association	Department	Suggested Activities
1	ACME	Commerce	1. August 7 – Commerce Day Commerce Fest/Tourism Fest
2	DESMA	Business Administration	1. Business Fest Entrepreneur programs in association with ASPIRE1
3	CYBER SPIRITS	Computer Application	1. Hackathons Orientation program on the new developments in Computers
4	EUREKA	Physics	1. Feb 28 – National Science Day 2. Competitions/Quiz
5	IC CLUB/STANDARD CLUB	Electronics	1. March 15 – Consumer Day 2. October 14 – World Standards Day 3. Awareness of Consumer Rights
6	KANIKA	Chemistry	1. Programs on Sustainable developments in Chemistry 2. Competitions
7	MATHS PI-RATES	Maths	1. December 22 – Maths Day 2. May 12 – Women in Mathematics Day
8	ASWAD	Sociology	1. July 5 – Sociology Analytical Day 2. Projects on social life structure
9	CHANAKYANS	Economics	1. March 21 – Economics Day 2. Talks on Economic Policies
10	DHA	History	1. Visit historical sites 2. Programs on Indian ancient traditional knowledge, Indian Arts, Culture and traditions in collaboration with the Language departments
11	FLAIR PRESS	Journalism	1. May 03 – Press Freedom Day 2. Collaborate with Quills quake and organise programs
12	HALYCON ACADEMY	Psychology	1. Oct 10 - World Mental Health Day 2. Awareness programs
13	POLITEIA	Political Science	1. Jan 25 – National Voters Day 2. Mock Courts
14	SFS KANNADA SANGA	Kannada	1. Kannada Rajotsava 2. Birth Anniversary of Kuvempu 3. Training faculty to learn Kannada
15	SURABHI	Hindi	1. Sept 14 - Hindi Diwas 2. Fine Art Fest Competitions/Creative workshop



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16	CHAUCER'S ACADEMY	English	1. March 27 – World Theatre Day – Theatre fest to be conducted along with the other language department 2. April 23 – World Language Day Competitions/Creative workshop
1. The Language Clubs/Associations to conduct programs on Indian ancient traditional knowledge, Indian Arts, Culture and traditions Reference: https://iksindia.org/ Certificate Courses to be offered to encourage Indian arts and culture			
17	AKRAYA	PG - Commerce	Suggestion: The PG and UG club activities can be combined to encourage more interaction between the UG and PG students and staff.
18	PSYLIGHT CLUB	PG - Psychology	
19	AD-INFINITIUM	PG - Maths	
20	AIKONOMICA	PG - Economics	



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Annexure 1 – Student Centric Methods

Experiential Learning Methods:

1. Visits to companies, historical sites, tourism destinations, and research institutes, institutions of eminence, parliament and legislative assemblies complement classroom learning with real-time experience.
2. Exhibitions serve as avenues to display learning experiences.
3. Projects, internships and social surveys
4. Media production and publication
5. Live projects, website and application development.
6. Visit film festivals and movie reviews.
7. Simulation and role-plays.
8. Debugging
9. Management through theatre activity
10. Mock elections/interviews
11. Mock stock.

Participative Learning Techniques:

1. Conferences, seminars and workshops
2. Classroom learning
3. Debates and panel
4. Student seminars
5. Peer teaching
6. Demonstration
7. Technical presentation

Problem-Solving Methodologies:

1. Case study
2. Business plan
3. Budget analysis
4. Brainstorming
5. Content and creative problem analyses
6. Circuit design



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7. Research paper presentations
8. Program writing and execution enhance the analytical and application skills
9. Troubleshooting
10. Software development

Please Note: These suggestions are to be incorporated into classroom teaching.



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Annexure 2 – ICT Tools

S.No	ICT Tools	Platforms
1	Educational and Social Networks	1. Google Classrooms 2. Google Meet, Zoom, Webex, CISCO, Teams 3. Facebook, Instagram, LinkedIn, Whatsapp and Twitter
2	Web-based Learning	1. Social Media Networking 2. Blogs 3. Virtual World 4. You Tube
3	Mobile Learning	1. Smart Phones 2. Whatsapp Groups 3. E-Resources
4	Classroom Equipment	1. Projectors 2. Wi-Fi Connectivity 3. Google Classroom 4. LT – Institutional ERP 5. Online assignments 6. Online tests/quizzes



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Annexure 3 – Workshop/Seminars/Research

S.No	Department	Activity
1	B.Com	1. Infinity Guest Lecture 2. Student National Seminar 3. Webinar 4. 3 IP and Entrepreneurship Program a. Workshop on “Entrepreneurship and Innovation” as Career Opportunity (Sept-Nov) b. Session/ Workshop on Business Model Canvas (BMC) (March-May) c. Session on Angel Investment/VC Funding Opportunity for Early Stage Entrepreneurs. (June-August)
2	BBA	1. Infinity Guest Lecture 2. Student National Seminar 3. Webinar 4. 2 IP and Entrepreneurship Program a. My Story - Motivational Session by Successful Entrepreneur/Start-up founder (Sept-Nov) b. Workshop on Prototype/Process Design and Development. (March-May)
3	BA	1. Infinity Guest Lecture 2. Student National Seminar 3. Webinar 4. 2 IP and Entrepreneurship Program a. Exposure and field visits for problem identification (Sept-Nov) b. Workshop on Intellectual Property Rights (IPRs) and IP management for start up. (March – May)
4	BSc	1. Infinity Guest Lecture 2. Student National Seminar 3. Webinar 4. 2 IP and Entrepreneurship Program a. Session on Problem Solving and Ideation Workshop (Sept-Nov) b. Field/Exposure Visit to Incubation Unit/Patent Facilitation Centre/Technology Transfer Centre such as Atal Incubation Centre etc. (March – May)
5	BCA	1. Infinity Guest Lecture 2. Student National Seminar 3. International Conference 4. 2 IP and Entrepreneurship Program a. My Story - Motivational Session by Successful Innovators (Sept-Nov)



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		b. Session on Innovation/Prototype Validation – Converting Innovation into a Start-up or Session on Achieving “Value Proposition Fit” & “Business Fit” (June-August)
6	Kannada	1. Infinity Guest Lecture 2. Student National Seminar 3. Webinar
7	Hindi	1. Infinity Guest Lecture 2. Student National Seminar 3. Webinar
8	English	1. Infinity Guest Lecture 2. Student National Seminar 3. Webinar
9	M.Com	1. Infinity Guest Lecture 2. Student National Seminar 3. Webinar 4. 2 IP and Entrepreneurship Program a. Workshop on Design Thinking, Critical thinking and Innovation Design (Dec-Feb) b. Session/ Panel discussion with innovation and Start-up Ecosystem Enablers from the region/state/national level (June-August)
10	MSc Psychology	1. Infinity Guest Lecture 2. Student National Seminar 3. Webinar 4. 2 IP and Entrepreneurship Program a. Organise an Expert talk on Process of Innovation Development, Technology Readiness Level (TRL); Commercialisation of Lab Technologies & Tech- Transfer (Dec-Feb) b. Session on Accelerators/Incubation - Opportunities for Students & Faculties - Early Stage Entrepreneurs (June-August)
11	MSc Mathematics	1. Infinity Guest Lecture 2. Student National Seminar 3. Webinar 4. 2 IP and Entrepreneurship Program a. Workshop on Entrepreneurship Skill, Attitude and Behaviour Development (Dec-Feb) b. Organise Session on “Lean Start-up & Minimum Viable Product/Business”- Boot Camp (or) Mentoring Session (June-August)
12	MA Economics	1. Infinity Guest Lecture 2. Student National Seminar



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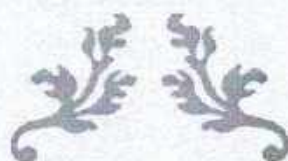
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		3. Webinar 4. 2 IP and Entrepreneurship Program a. Organising Innovation & Entrepreneurship Outreach Program in Schools/Community (Dec-Feb) b. Session on "How to plan for Start-up and legal & Ethical Steps" (March – May)
13	MBA	1. Infinity Guest Lecture 2. Student National Seminar 3. Webinar 4. 2 IP and Entrepreneurship Program a. Conduct a Session on Achieving Problem-Solution Fit and Product-Market Fit (Dec-Feb) b. Field/Exposure Visit to Pre-incubation units such as Ideas Lab, Fab lab, Makers Space, Design Centres, City MSME clusters, workshops etc. (Dec-Feb)


PRINCIPAL

St. Francis de Sales College
 Electronics City Post, Bangalore - 560 100.



ST. FRANCIS DE SALES COLLEGE
INSTITUTIONAL BENCHMARK 2022-23

Cell/Committee Benchmark



APPROVED BY
THE PRINCIPAL

PREPARED BY
ACADEMIC AUDIT AND ACCREDITATION CELL &
INTERNAL QUALITY ASSURANCE CELL

20.10.2022



Institutional Benchmarks

Cells/Committees – 2022-23

- The Academic Audit and Accreditation Cell and IQAC have framed the Benchmarks for the quality improvement of the institution.
- Based on the benchmarks given, the respective cells/committees are to submit the plan for the Academic year 2022-23 to their respective Criteria Coordinators by November 2nd, 2022.
- The AAA team will approve the plan by 3rd November 2022
- The execution of the events is to start on 4th November 2022.
- The Last day for planning for the academic year is 15th June, 2023.

Criteria / Cell / Committee	Process	Number
Academic Audit and Accreditation Cell	1. Compile the Institutional Policies 2. Follow up with all the criteria, cells, and committees 3. Internal Audit 4. Quality Assurance Programs 5. To monitor the quality progress of the institution	1. Quality Assurance Programs - 8
Criteria 1 - Curriculum Cell	1. Obtain Academic Feedback from Students, Teachers, Employers, and Alumni at the end of each semester 2. Feedback analysis to be carried out and the ATR report to be submitted to AAA	1. Feedback Process – Every year
Academic Council	1. Conduct two meetings every semester – An opening meeting and a Closing Meeting 2. The Minutes of the meeting are to be recorded at every HOD Meeting stating the decisions taken and the resolutions passed 3. The HODs to achieve the Benchmarks for the Academic Year <u>NAAC Recommendation:</u> 1. Students to be provided with better internship and fieldwork options – Curriculum Enrichment	1. 4 – Academic Council Meetings 2. Professional Ethics Programs to their respective staff – Every semester - 1



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	2. As students are from under privileged sector, extra care to is needed – Teaching Learning Process	
Curriculum Enrichment Committee	1. Certificate/Add on Courses to be coordinated with the departments. 2. The courses to be selected based on the Curriculum Feedback provided 3. Approval of the Certificate/Add on Course to be provided 4. Regular review of the Certificate/Add on Courses to be carried out 5. Certificates to be issued 6. Appointment Letters to be provided to Certificate Course Facilitators 7. Reports of the Certificate/ Add on Courses to be collected at the end of each semester 8. Annual Report of the Cell/Committee to be submitted	1. 25 courses for the academic year - 12 certificate Courses/Add on Courses every semester 2. 100% Student Participation in the Certificate/Add on Courses 3. Orientations to the Staff and students on certificate/Add on course 4. November 11th – National Education Day
Criteria 2 – Teaching Learning Cell	1. SSS to be conducted at the end of every semester 2. Time-to-time orientation on teaching methods to be provided to Teachers.	1. Advanced and Slow Learner Policy to be finalized. 2. SSS at the end of every semester 3. 4 – Orientations on Teaching Methods (2/Semester)
Exam Cell	1. Prepare Exam Calendar 2. Time-to-time orientation to staff and students 3. Conduct Internal, Model, and Semester Exams 4. Result Analysis – Internal, Model, and Final Exam 5. File the TT and Invigilation duty list 6. Maintain records of the Exams 7. Have a transparent Grievance Mechanism – Internal and External 8. File the finalized IA marks 9. File the QPs 10. Prepare the Exam Cell Policy comprising all the details 11. Annual Report of the Cell along with result analysis to be submitted to AAA <u>NAAC Recommendation:</u> The examination reforms are needed for better continuous assessment of the students	1. Prepare Exam Calendar 2. Orientation to staff and students 3. Maintain the records 4. Have a Grievance Mechanism 5. Exam Cell Policy to be reviewed and approved by the Management



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ICT	1. LT – Time-to-time orientations to be given to faculty and students on the modules used 2. Send notifications to staff and students 3. Maintain ICT Manuals and Agreements 4. Frame ICT Policy 5. Youtube channel with the content of the faculty 6. ICT Annual Report mentioning the modules used 7. Orientations on Newsletter designing	1. Orientations to HODs, Faculty, and Students – At the beginning of the semester, for exams, OBE, and the new modules used. 2. Send regular notifications to students and staff
OBE	1. Frame OBE Policy 2. Collect, approve and maintain the OBE documents from all the departments 3. PO/CO Attainment to be monitored 4. Annual report to be submitted to AAA along with the attainment details	1. OBE Policy 2. PO/CO Attainment
Mentoring Committee	1. Assign Mentor-Mentee 2. Follow-up the process and maintain records 3. Annual report to be submitted to AAA	1. Assign Mentor-Mentee 2. Monitor the process 3. Maintain the records
Criteria 3 – Innovatory Cell	1. Research Activities to be monitored 2. DISHA to be monitored 3. MOU Cell to be monitored	1. Orientations to be organized for faculty
Research Cell	1. Research Advisory Board 2. Infinity Guest Lectures 3. Webinars 4. Student National Seminar and publish the proceedings 5. Research Projects (staff and students) (inhouse and external) 6. Departmental research activity 7. Research Policy – Review 8. Annual Report of the Cell/Committee to be submitted to AAA <u>NAAC Recommendation:</u> 9. The established research cell has to be more stronger and supported with a better plan for research 10. Research Labs to be established for PG program offering departments. 11. Faculties should be motivated to submit research projects, going for doctoral degree qualification, research publications, etc.	Plan for the research improvements in the institution to be submitted by November end. 1. Student National Seminar 2. Infinity Guest lectures 3. Seed Funding Projects 4. October 15th National Innovation Day 5. Work on the NAAC Recommendations



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Aspire and IP Cell	1. IP-KSCST – collaborative programs to be conducted and internships to be explored 2. Entrepreneurship programs (Suggestion: IIC members to undergo entrepreneurship programs) 3. Incubation Cell to be activated - students to be identified and given space and opportunity 4. IP Cell Policy to be framed 5. IIC Calander to be followed – 3 star status for the institution 6. To collaborate with Ranking Committee for providing data 7. Annual Report of the Cell/Committee to be submitted to AAA <u>NAAC Recommendation:</u> 1. Promoting students for innovation, start-up, IPR related activities	1. April 26th IPR Day 2. August 21 – World Entrepreneurs' Day 3. September 15th – Engineer's Day 4. October 1st – India Startup Day 5. 21st April – World Creativity and Innovation Day 6. Competitions and Mentoring events to be conducted based on IIC Calendar- 8
Academic Industry Interaction Cell	1. MOU to be signed – National and International 2. The MOU details are to be shared with the coordinators and support is to be extended to conduct collaborative events 3. The collaborative Letters signed with various institutions during NAAC to be converted to MOUs 4. Collaborative activities to be conducted 5. Annual Report of the Cell/Committee to be submitted to AAA	1. 33 MOUS – 23 from departments and 10 from MOU cell 2. 33 activities – 23 from departments and 10 from MOU Cell
DISHA	1. Extension and Outreach Programs to be conducted 2. Policy to be framed 3. Extension activities in collaboration with govt institutions/ NGO/Community 4. Appreciation Letters and Awards to be obtained for social service 5. Annual Report of the Cell/Committee to be submitted to AAA	1. 83 – 26 from departments and 57 from DISHA 2. 100% student participation to be assured
CSA	1. Extension and Outreach Programs to be conducted 2. Extension activities in collaboration with govt institutions/ NGO/Community 3. Annual Report of the Cell/Committee to be submitted to AAA	1. 8 Activities



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DFFA	1. Extension and Outreach Programs to be conducted 2. Estah contribution to be streamlined 3. Extension activities in collaboration with govt institutions/ NGO/Community 4. Appreciation Letters and Awards to be obtained for social service 5. Annual Report of the Cell/Committee to be submitted to AAA	1. 8 activities
RANGERS AND ROVERS	1. Extension and Outreach Programs to be conducted 2. Extension activities in collaboration with govt institutions/ NGO/Community 3. Annual Report of the Cell/Committee to be submitted to AAA	1. 5 Activities
KCD	1. Swach Bharat Campaigns and drives 2. Extension and Outreach Programs to be conducted 3. Extension activities in collaboration with govt institutions/ NGO/Community 4. Annual Report of the Cell/Committee to be submitted to AAA	1. Feb – 22 - World Scout Day 2. 5 Activities
NCC	1. Electoral Club – Registration 2. Swachatta Action Plan 3. 10 extension activities in collaboration with govt institutions/ NGO/Community 4. Appreciation Letters and Awards to be obtained for social service 5. Annual Report of the Cell/Committee to be submitted to AAA	1. Republic day 2. Kargil Vijaya Divas 3. National Army Day 4. Independence Day 5. 10 Activities
RED CROSS	1. Outreach Programs and Extension 2. Extension activities in collaboration with govt institutions/ NGO/Community 3. Annual Report of the Cell/Committee to be submitted to AAA	1. May 8 – Red Cross Day 2. 5 Activities
NSS	1. Outreach Programs and Extension 2. Extension activities in collaboration with govt institutions/ NGO/Community 3. Appreciation Letters and Awards to be obtained for social service 4. Annual Report of the Cell/Committee to be submitted to AAA	1. Ektha Divas 2. 8 Activities
Rotaract Club	1. MOUs to be signed	1. 8 Activities



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	2. Appreciation Letters and Awards to be obtained for social service 3. Grants to be explored 4. Annual Report of the Cell/Committee to be submitted to AAA	
Criteria 4 – Facilities Cell	1. Lab Manuals to be Maintained 2. Facilities MOUS to be maintained 3. Finance details of the facilities and Library to be maintained 4. Annual Report of the Cell/Committee to be submitted to AAA	
Library	1. Orientation for freshers on library resources (Students) 2. Orientation for staff on library resources 3. Book Fair 4. Activities to be conducted 5. Book and note bank (SC/ST) 6. University and other resources to be used by faculty 7. Sister concerns can explore our library – suggested by NAAC 8. Best Library Award – Staff and Students 9. Footfalls – 150 students and staff 10. Library information – ILMS to be updated regularly 11. More e-resources and books to be added to Library 12. Budget for Library to be prepared 13. Library staff to undergo FDPs regularly 14. Annual Report of the Cell/Committee to be submitted to AAA	1. April 6 – Library Day 2. Feb 14 – Library Lover's Day 3. 10 activities to be conducted 4. 2 FDP to be attended by Library Staff
Criteria 5 – Student Support Cell	1. Students to participate in all the activities of the college. 2. More support is to be provided to them for their holistic development. 3. Scholarships to be streamlined. Scholarship Policy to be Revised. 4. Annual Report of the Cell/Committee to be submitted to AAA	1. 10% of students be motivated to join higher education
Desalite Skill Development Cell	1. NSDC association 2. Skill Development Programs – To collaborate with Industry 3. Industry experts to be included (syllabus could be framed by the experts for the Skill Development Courses)	1. July 15 – World Youth Skill Day 2. 33 Skill Development Programs – 23 from departments and 10 from Cell



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	- MOUs to be signed for Skill Development Courses - Skill development Courses of the departments to be reviewed and monitored - Should align with National Skills Qualification Framework - NSDC association to be maintained to facilitate Vocational Course Training - Skilling courses to be offered - Annual Report of the Cell/Committee to be submitted to AAA	Vocational Courses – 10 from major departments (UG – 5 + PG 5)
Scholarship Cell	- To completely take care of institutional scholarship - At least 50% of students to get a scholarship - Collect and file data on the government scholarship - Scholarship Policy to be revised - Annual Report of the Cell/Committee to be submitted to AAA	Minimum 50% of the students to get a scholarship
Competitive Exam and Career Guidance Cell	- To conduct NET/SLET/SET/JRF/civil service/competitive exam/CAT/MAT/Bank/government/UPSC coaching. - To conduct programs in collaboration with the departments - Collect Hall tickets and pass certificates for competitive exams from students - MOUS to be signed - Annual Report of the Cell/Committee to be submitted to AAA	40% of the students to be benefitted from the Cell 20 Collaborative activities to be conducted with departments
Placement Cell	- Placement of final years – 50% of the students to be placed - To maintain complete placement data - To collaborate with the Competitive Exam and Career Guidance Cell and Conduct Orientations and motivation sessions. - To conduct HR meetings and collect information about what the industry requires from our students. - Collect employer's feedback for NAAC. - Annual Report of the Cell/Committee to be submitted to AAA <u>NAAC Recommendation:</u> Aggressive program for campus placement	- Plan of action for placement to be submitted by November 50% placement - HR meetings – 1 - Employer's Feedback



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Amizade	1. Annual Alumni Meet 2. Work on the contributions from the alumni – Conduct at least one program with alumni for each department every semester 3. Alumni involvement to be encouraged 4. Annual Report of the Cell/Committee to be submitted to AAA <u>NAAC Recommendation:</u> Involvement of alumni heeds to strengthened at various capacities	1. Alumni contribution to be 5 lakhs 2. Alumni involvement to be more 3. AMIZADE meet
Counsellor	1.. Time-to-time orientations for students 2. Annual Report to be submitted	1. Oct 10 – World Mental Health Day
Cultural	1. Cultural Programs to organized 2. Encourage students to participate in National and International Events 3. Records of students (Certificates and Photos) who participate and win competitions in university/state/national/international level to be maintained 4. Inhouse and Outhouse details are to be maintained separately. 5. Annual Report of the Cell/Committee to be submitted to AAA	1. 10 programs to be conducted 2. Records to be maintained 3. 15 awards and medals from students
Sports	1. Cultural Programs to organized 2. Encourage students to participate in National and International Events 3. Records of students (Certificates and Photos) who participate and win competitions in university/state/national/international level to be maintained 4. Inhouse and Outhouse details are to be maintained separately. 5. Annual Report of the Cell/Committee to be submitted to AAA	1. 10 programs to be conducted 2. Records to be maintained 3. 15 awards and medals from students
Anti-ragging	1. Orientation for all students on anti-ragging policy 2. 2 review meetings every semester 3. Awareness program on the “Menace of ragging”	1. 1 – orientation program 2. 2 review meetings 3. Awareness Program - 2



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	4. Annual Report of the Cell/Committee to be submitted to AAA	
Grievance Redressal Committee	1. Orientation for all students on Grievance Redressal Policy 2. 2 review meetings every semester 3. Annual Report of the Cell/Committee to be submitted to AAA 4. Grievance mail is to be checked on a regular basis and issues are to be reported to the principal	1. 1 – orientation program 2. 2 review meetings 3. Awareness Program - 2
Internal Compliance Committee	1. Orientation for all staff and students on Internal Compliance policy 2. 2 review meetings every semester 3. Annual Report of the Cell/Committee to be submitted to AAA 4. To conduct gender equity programs	1. 1 – orientation program 2. 2 review meetings 3. Gender Equity Program - 2
Equal opportunity Cell	1. Orientation for all students on EOC 2. 2 review meetings every semester 3. To collaborate with the Career Guidance Cell and conduct Programs 4. Annual Report of the Cell/Committee to be submitted to AAA	1. 1 – Orientation Program 2. 2 - review meetings 3. 2 – Programs to be conducted with Career Guidance Cell
Anti-trafficking Cell	1. Orientation for all students on Anti-trafficking Cell 2. 2 review meetings every semester 3. Annual Report of the Cell/Committee to be submitted to AAA	1. 1 – Orientation Program 2. 2 - review meetings 3. 2 – Awareness programs to be conducted
Student Committee	1. Student Council election to be conducted 2. Student members to actively participate in all the activities of the college. They are encouraged to be future leaders 3. Brochure for all national festivals to be made and celebrations to be documented 4. Annual Report of the Cell/Committee to be submitted to AAA	1. Sept 5 – Teachers Day 2. Jan 12 – Youth Day 3. Festivals of importance and special days
Criteria 6 – Governance Cell	1. Quality Activities to be conducted	



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IQAC	1. NAAC Sponsored/supported seminar to be conducted 2. Quality programs for staff to be organized 3. MOUs with institutions/ International organizations to be signed 4. External Audit 5. Follow up-up with the Departments on the benchmarks 6. To monitor the teaching, and learning process of the institution 7. Annual Report of the Cell/Committee to be submitted to AAA	1. Seminar/workshop/Conference – 2 2. Quality Programs - 5
Faculty Enrichment Committee	1. FDP for Teaching Staff 2. FDP/MDP/Quality Programs for the Staff 3. FDP for non-teaching staff 4. To make sure faculty participate in Refresher courses 5. DLH activities to be conducted 6. Annual Report of the Cell/Committee to be submitted to AAA	1. FDP (5 days) – 2 2. FDP – 3 3. Quality Programs – 5 4. FDP – Non-teaching – 4 5. DLH Activities - 6
Finance Committee	1. Budget policy to be framed 2. Internal and External Finance Audit to be conducted 3. Funds and grants from non-government bodies, individuals, philanthropers 4. Mobilization of funds to be monitored 5. Annual Report of the Cell/Committee to be submitted to AAA	
Admission Committee	1. Admission Policy to be framed including minority seat allocation details 2. The number of seats sanctioned and the numbers of seat filled to be monitored 3. Annual Report of the Cell/Committee to be submitted to AAA	
DSRM	1. Maintain the DSRM Minutes of Meeting 2. File all the minutes of meeting	
Ranking Committee	1. Work on the NIRF, ARIIA, and other Rankings 2. Send in suggestions and recommendations from time-to-time to improve the institution's rank 3. Should find out the ranking in various platforms to create branding for the college 4. To maintain the achievement records of the faculty and the institution	



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	- Annual Report of the Cell/Committee to be submitted to AAA - Date, Time and screenshots of submission to be recorded for future reference	
Documentation Team	- Support the AAA team in scanning, printing and photocopying - To support the Scholarship Cell in the documentation Process	
Chronicles	- Maintain the information on the events and programs of the institution - The IQAC members will report the departmental activities - The AAA members will report the activities of the cells/committees	
Media Monitoring Team	Update the information, events and programs of the college on the website and social medias.	
Magazine	The college magazine to be released during the Annual Day	
Newsletter	- Quarterly newsletters from all the departments to be collected and released - The newsletters to be collected and submitted to AAA	
College Choir	The choir to support and participate in the programs and support	June 21 – World Music Day
Criteria 7 – Best Practices Cell	- Green Audit and Energy Audits to be conducted - Best Practices to be identified and necessary follow-up to be done.	
Desalite Women Empowerment Cell	- Programs on gender equality and sensitization to be conducted for the Staff and students - Women entrepreneurs to be identified and supported - Annual Report of the Cell/Committee to be submitted to AAA	- March 8 – International Women's Day 15 – Programs on awareness, gender equity, sensitization to be conducted
Desalite Nature's Club	- Green Campus initiatives to be conducted - Beyond the campus environment and promotion activities to be conducted - Tie-ups with gardens and clubs to promote	- June 5 – World Environment Day 5 – environment promotion activities outside campus



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	environmental consciousness, tree plantation drives 4. Environment conservation programs 5. Annual Report of the Cell/Committee to be submitted to AAA	3. December 2 nd – National Pollution Control Day 4. December 14 th – National Energy Conservation Day 5. Activities – 6
Health Club	1. Orientations for staff and students 2. Health camps 3. Annual Report of the Cell/Committee to be submitted to AAA	1. April 7 – World Health Day 2. 2 – Health Camps 3. 5 orientations/Awareness programs
NEDA/International Student Forum	1. Inclusive environment programs to be conducted 2. NEDA day 3. Annual Report of the Cell/Committee to be submitted to AAA	1. NEDA day 2. 15 - Inclusive Environment activities – Cultural, Regional, Linguistic, Communal, socio-economic
DCA	1. Programs on constitutional values, rights, duties and responsibilities of the citizens to be conducted 2. Outreach activities at heritage sites 3. Annual Report of the Cell/Committee to be submitted to AAA	1. Christmas Program 2. Founders Day – Sept 30 3. Suicide prevention Day -Sept 10 4. World Heritage Day – April 18 5. December 10 – Human Rights Day 6. 6 activities – Constitutional Values, Rights, Duties and Responsibilities of the citizens
Discipline Committee	1. Maintain discipline on the campus 2. Discipline issues to be handled 3. Code of Conduct programs to be conducted for staff and students 4. Annual Report of the Cell/Committee to be submitted to AAA	1. 1 - every semester - Code of conduct orientation for the staff – teaching, non-teaching and students
Quills Quake	1. Campus radio to be active and programs to be conducted	1. Feb -20 – World Day of Social Justice 2. Feb 13 – World Radio Day



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	- To conduct talks, shows and recordings for important events and days in collaboration with various cells/committees/departments - Annual Report of the Cell/Committee to be submitted to AAA	- Aug 19 – World Photography Day 7 – activities to be conducted for national and international commemorative Days
Gandhian Study Centre	- Programs on Gandhian values to be conducted - Certificate Program related to Gandhian studies - Khadi campaigns to be organized - Annual Report of the Cell/Committee to be submitted to AAA	- Oct 2 – Gandhi Jayanthi 2 activities – Constitutional Values, Rights, Duties and Responsibilities of the citizens
Ambedkar Study Centre	- Programs on Ambedkarian values to be conducted - Certificate Program related to Ambedkar studies - Annual Report of the Cell/Committee to be submitted to AAA	- April 14 – Ambedkar Day 2 activities – Constitutional Values, Rights, Duties and Responsibilities of the citizens
Innovation and Best Practices	- Best practices to be identified at the beginning of the year and a report to be submitted - Institutional distinctiveness – DISHA to be worked on - Annual Report of the Cell/Committee to be submitted to AAA	- Best practices to be identified before November 30 - DISHA policy to be framed and executed

PRINCIPAL
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