



# ST. FRANCIS DE SALES COLLEGE

A FRANSIAN 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.**

### Internal Audit – Even Semester 2022-2023

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

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**A FRANSALIAN INSTITUTE OF HIGHER LEARNING**

## Internal Audit Report

### UG – Even Semester 2022-2023

The Internal Audit for the Postgraduate Departments was conducted between 6<sup>th</sup> August 2023 and 8<sup>th</sup> August 2023 by the AAA and IQAC.

#### Audit Members

S.NO	Member	Designation
1	Rev. Dr. Binu	Principal
2	Rev. Fr. Jijo Jose	Vice Principal
3	Prof. Annie Christila	Academic Coordinator - UG
4	Dr. Kanchana	Academic Coordinator - PG
5	Prof. Maya Mathew	IQAC Coordinator
6	Dr. Tharini	AAA Coordinator

#### The Observations and Suggestions of the Audit team are as follows:

S.NO	Criteria	Observations and Suggestions
1	Multidisciplinary/Interdisciplinary courses	<ul style="list-style-type: none"><li>OEC papers are offered. More courses can be explored</li></ul>
2	Blended Learning	<ul style="list-style-type: none"><li>Blended mode to be adopted for all the courses</li></ul>
3	Curriculum Design	<ul style="list-style-type: none"><li>Course Plan prepared and executed</li></ul>
4	Academic Calendar	<ul style="list-style-type: none"><li>Department Calendars are prepared</li></ul>
5	Add/on and Certificate Courses	<ul style="list-style-type: none"><li>9 Certificate Courses were offered by all the departments in the Even semester</li></ul>

6	BOS/BOE	<ul style="list-style-type: none"> <li>41 faculty have been part of BOS/BOE</li> </ul>
7	Integrating Cross-Cutting Issues	<ul style="list-style-type: none"> <li>Cross-cutting issues were addressed through the courses</li> </ul>
8	Experiential learning through project work/field work/internship	<ul style="list-style-type: none"> <li>The number of industrial visits has improved</li> <li>Projects need to be taken up by students</li> </ul>
9	Advanced and Slow Learners	<ul style="list-style-type: none"> <li>Needs to concentrate on slow learners and advanced learners to be motivated to submit projects for funding</li> </ul>
10	Student Centric Methods	<ul style="list-style-type: none"> <li>More Student centric methods to be adopted as part of the teaching process</li> </ul>
11	Use of ICT-enabled tools for teaching	<ul style="list-style-type: none"> <li>More ICT tools to be explored</li> </ul>
12	PO/CO	<ul style="list-style-type: none"> <li>PO/CO Document is available in all the departments</li> <li>PO/CO attainment to be completed</li> </ul>
13	Pass Percentage of students	<ul style="list-style-type: none"> <li>Pass percentage is between 95-100%</li> <li>Result analysis to be carried out by all the departments</li> </ul>
14	Grants received from Government and non-government agencies	<ul style="list-style-type: none"> <li>0</li> <li>Departments need to send proposals to various organizations</li> </ul>
15	Research Guides	<ul style="list-style-type: none"> <li>0</li> </ul>
16	Research Projects	<ul style="list-style-type: none"> <li>1 seed funding project approved by the institution</li> <li>No funding from outside</li> </ul>
17	Innovations	<ul style="list-style-type: none"> <li>1 patent filed</li> <li>Departments need to work on this</li> </ul>
18	Research, IP and Entrepreneurship	<ul style="list-style-type: none"> <li>18</li> <li>More programs to be conducted</li> </ul>
19	PhDs registered per eligible teacher	<ul style="list-style-type: none"> <li>NA</li> </ul>
20	Research and Development	<ul style="list-style-type: none"> <li>Percentage of paper publication in UGC CARE List to improve</li> <li>Percentage of faculty attending refresher course/orientation program to increase</li> </ul>
21	Books and Chapters	<ul style="list-style-type: none"> <li>35 faculty have published</li> </ul>
22	Extension activities	<ul style="list-style-type: none"> <li>Good number of activities were conducted</li> </ul>

23	Students' participation in extension activities	<ul style="list-style-type: none"> <li>• 80%</li> <li>• All the students to participate in extension activities</li> </ul>
24	Collaborative Activity	<ul style="list-style-type: none"> <li>• 9</li> <li>• Departments need to work on this</li> </ul>
25	MOU	<ul style="list-style-type: none"> <li>• 6</li> <li>• Departments need to work on this</li> </ul>
26	Capacity building and skills enhancement programs	<ul style="list-style-type: none"> <li>• 28</li> <li>• Quality programs to be conducted to help the students enhance their capacity</li> </ul>
27	Vocational Courses	<ul style="list-style-type: none"> <li>• Departments need to explore</li> </ul>
28	Students progressing to higher education	<ul style="list-style-type: none"> <li>• Percentage is less</li> <li>• Departments need to work on this</li> </ul>
29	Students qualifying in state/national/ international level examinations	<ul style="list-style-type: none"> <li>• Percentage is less</li> <li>• Departments need to work on this</li> </ul>
30	Student Placement	<ul style="list-style-type: none"> <li>• Percentage needs to improve</li> </ul>
31	Best Practices	<ul style="list-style-type: none"> <li>• The outcome of the best practices to be measured and recorded</li> </ul>
32	Linkages	<ul style="list-style-type: none"> <li>• 10</li> <li>• More linkages with industry recommended</li> </ul>

*Rayle*

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## Internal Audit Report

### PG – Even Semester 2022-2023

The Internal Audit for the Postgraduate Departments was conducted between 6<sup>th</sup> September 2023 and 8<sup>th</sup> September 2023 by the AAA and IQAC.

#### Audit Members

S.NO	Member	Designation
1	Rev. Dr. Binu	Principal
2	Rev. Fr. Jijo Jose	Vice Principal
3	Prof. Annie Christila	Academic Coordinator - UG
4	Dr. Kanchana	Academic Coordinator - PG
5	Prof. Maya Mathew	IQAC Coordinator
6	Dr. Tharini	AAA Coordinator

#### The Observations and Suggestions of the Audit team are as follows:

S.NO	Criteria	Observations and Suggestions
1	Multidisciplinary/Interdisciplinary courses	<ul style="list-style-type: none"><li>Preparation for NEP to be undertaken</li><li>Board of Studies from Bangalore University to be contacted to get information</li></ul>
2	Blended Learning	<ul style="list-style-type: none"><li>Blended mode can be applied to other papers as well</li></ul>
3	Curriculum Design	<ul style="list-style-type: none"><li>Course Plan prepared and executed</li></ul>
4	Academic Calendar	<ul style="list-style-type: none"><li>Department Calendars are prepared</li></ul>
5	Add/on and Certificate Courses	<ul style="list-style-type: none"><li>5 Certificate Courses were offered by the major departments in the Even semester</li></ul>

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6	BOS/BOE	<ul style="list-style-type: none"> <li>• 8 faculty have been part of the BOS/BOE</li> </ul>
7	Integrating Cross-Cutting Issues	<ul style="list-style-type: none"> <li>• Cross-cutting issues were addressed through the courses</li> </ul>
8	Experiential learning through project work/field work/internship	<ul style="list-style-type: none"> <li>• 90% of the students participated in Internship</li> <li>• 100% of students to have experiential learning</li> </ul>
9	Advanced and Slow Learners	<ul style="list-style-type: none"> <li>• Needs to concentrate on slow learners and advanced learners to be motivated to submit projects for funding</li> </ul>
10	Student Centric Methods	<ul style="list-style-type: none"> <li>• More Student centric methods to be adopted as part of the teaching process</li> </ul>
11	Use of ICT-enabled tools for teaching	<ul style="list-style-type: none"> <li>• More ICT tools to be explored</li> </ul>
12	PO/CO	<ul style="list-style-type: none"> <li>• PO/CO Document is available in all the departments</li> <li>• PO/CO attainment to be completed</li> </ul>
13	Pass Percentage of students	<ul style="list-style-type: none"> <li>• Pass percentage is between 95-100%</li> <li>• Result analysis to be carried out by all the departments</li> </ul>
14	Grants received from Government and non-government agencies	<ul style="list-style-type: none"> <li>• 0</li> <li>• Departments need to send proposals to various organizations</li> </ul>
15	Research Guides	<ul style="list-style-type: none"> <li>• 1</li> </ul>
16	Research Projects	<ul style="list-style-type: none"> <li>• 1 seed funding project approved by the institution</li> <li>• No funding from outside</li> </ul>
17	Innovations	<ul style="list-style-type: none"> <li>• 0</li> <li>• Departments need to work on this</li> </ul>
18	Research, IP and Entrepreneurship	<ul style="list-style-type: none"> <li>• 21</li> <li>• More programs to be conducted</li> </ul>
19	PhDs registered per eligible teacher	<ul style="list-style-type: none"> <li>• Bangalore university has approved the process</li> </ul>
20	Research and Development	<ul style="list-style-type: none"> <li>• Percentage of paper publication in UGC CARE List to improve</li> <li>• All faculty have attended the FDP/Refresher course</li> </ul>
21	Books and Chapters	<ul style="list-style-type: none"> <li>• 11 faculty have published</li> </ul>
22	Extension activities	<ul style="list-style-type: none"> <li>• Needs improvement</li> </ul>
23	Students' participation in extension activities	<ul style="list-style-type: none"> <li>• 20%</li> <li>• All the students to participate in extension activities</li> </ul>

24	Collaborative Activity	<ul style="list-style-type: none"> <li>• 4</li> <li>• Departments need to work on this</li> </ul>
25	MOU	<ul style="list-style-type: none"> <li>• 4</li> <li>• Departments need to work on this</li> </ul>
26	Capacity building and skills enhancement programs	<ul style="list-style-type: none"> <li>• 10</li> <li>• Departments need to work on this</li> </ul>
27	Vocational Courses	<ul style="list-style-type: none"> <li>• PG can start vocational courses</li> </ul>
28	Students progressing to higher education	<ul style="list-style-type: none"> <li>• 5</li> <li>• Departments need to work on this</li> </ul>
29	Students qualifying in state/national/ international level examinations	<ul style="list-style-type: none"> <li>• 3</li> <li>• Departments need to work on this</li> </ul>
30	Student Placement	<ul style="list-style-type: none"> <li>• 25%</li> <li>• Departments need to work on this</li> </ul>
31	Best Practices	<ul style="list-style-type: none"> <li>• The outcome of the best practices to be measured and recorded</li> </ul>
32	Linkages	<ul style="list-style-type: none"> <li>• 3</li> <li>• Departments need to work on this</li> </ul>

  
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## Internal Audit Report

### Cells/Committees – Even Semester 2022-2023

The Internal Audit for the Cells/Committees was conducted between 16th August 2023 and 19<sup>th</sup> August 2023 by the AAA and IQAC.

### Audit Members

S.NO	Member	Designation
1	Rev. Dr. Binu	Principal
2	Rev. Fr. Jijo Jose	Vice Principal
3	Prof. Maya Mathew	IQAC Coordinator
4	Dr. Tharini	AAA Coordinator

**The Observations and Suggestions of the Audit team are as follows:**

### Criteria 1 – Curriculum Cell

S.No	Cell/Committee	Observations and Suggestions
1	Academic Council	<ul style="list-style-type: none"><li>• Internship opportunities to be explored</li><li>• The Academic Council should contribute more to placement initiatives</li></ul>
2	Curriculum Enrichment Committee	<ul style="list-style-type: none"><li>• Certificate Course/Add On course marks to be considered as IA components</li><li>• Courses that provided industry exposure to be offered</li></ul>

### Criteria 2 – Teaching Learning Cell

S.No	Cell/Committee	Observations and Suggestions
1	Exam Cell	<ul style="list-style-type: none"><li>• Exam Cell policy to be revised including all the components</li></ul>

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2	ICT	<ul style="list-style-type: none"> <li>• ICT policy to be revised</li> <li>• Notifications to be sent for all the events</li> <li>• All the modules to be explored</li> </ul>
3	OBE	<ul style="list-style-type: none"> <li>• CO/PO documents needs to be approved by the HODs and submitted to OBE Cell.</li> <li>• CO/PO outcome to be completed</li> </ul>
4	Mentoring Committee	<ul style="list-style-type: none"> <li>• Regular meetings with mentees should be scheduled</li> </ul>

### Criteria 3 – Innovatory Cell

S.No	Cell/Committee	Observations and Suggestions
1	Research Cell	<ul style="list-style-type: none"> <li>• SNS papers to be published with ISBN number</li> <li>• Research Policy to be revised</li> </ul>
2	ASPIRE and IP Cell	<ul style="list-style-type: none"> <li>• Reports to KSCST to be submitted</li> <li>• Incubation cell to be more active</li> <li>• IP Policy to be framed</li> </ul>
3	Academy Industry Interaction Cell	<ul style="list-style-type: none"> <li>• The cell should communicate the details to all the departments on time</li> <li>• International MOU to be signed</li> <li>• 15 MOUs were signed</li> </ul>
4	DISHA	<ul style="list-style-type: none"> <li>• Policy submitted. Needs review and revision.</li> <li>• All students to be part of Extension activities</li> <li>• Number of activities and beneficiaries to be recorded.</li> </ul>
5	CSA	<ul style="list-style-type: none"> <li>• Contribution to the society needs to be concentrated on</li> <li>• Number of activities to be improved</li> </ul>
6	DFFA	<ul style="list-style-type: none"> <li>• Activities related to farmers development to be conducted</li> </ul>
7	Rangers and Rovers/KCD/NCC	<ul style="list-style-type: none"> <li>• Electoral Club to be implemented</li> <li>• NCC Student's details to be recorded – their placement and higher studies details</li> <li>• More extension activities need to be conducted through NCC/KCD/Rangers and Rovers cadets</li> </ul>

8	Red Cross/NSS	<ul style="list-style-type: none"> <li>• 3 appreciation letters have been received</li> <li>• Congratulations on Unnat Bharat Abhiyan</li> <li>• A good number of activities have been conducted</li> </ul>
9	Rotaract Cell	<ul style="list-style-type: none"> <li>• Grants and awards to be explored</li> </ul>

#### Criteria 4 – Facilities Cell

S.No	Cell/Committee	Observations and Suggestions
1	Library	<ul style="list-style-type: none"> <li>• Benchmarks achieved</li> <li>• Library faculty to attend FDPs</li> </ul>

#### Criteria 5 – Student Support Cell

S.No	Cell/Committee	Observations and Suggestions
1	Desalite Skill Development Cell	<ul style="list-style-type: none"> <li>• NSDC and Skill Development Framework to be worked on more</li> <li>• Vocational courses to be explored</li> <li>• DSDC needs to be organizing skill development programs in collaboration with National Skill Development Bodies</li> </ul>
2	Scholarship Cell	<ul style="list-style-type: none"> <li>• Number of beneficiaries for scholarship has improved</li> <li>• More percentage of students to be benefitted</li> </ul>
3	Competitive Exam and Career Guidance Cell	<ul style="list-style-type: none"> <li>• Students to be motivated and oriented</li> <li>• Students to be connected with organizations for training</li> <li>• Number of orientation programs to be increased</li> <li>• Attention required more for first years and second years</li> </ul>
4	Placement Cell	<ul style="list-style-type: none"> <li>• Data base to be maintained</li> <li>• Course-wise meetings to be conducted</li> </ul>

5	Amizade	<ul style="list-style-type: none"> <li>• Department-wise placement data to be maintained and shared</li> <li>• Aggressive placement to be done</li> </ul>
6	Counselor	<ul style="list-style-type: none"> <li>• Psychology department to be a part of Counseling cell to help the students</li> </ul>
7	Cultural Committee	<ul style="list-style-type: none"> <li>• Database of student participating outside the college to be maintained</li> <li>• Identification of talents to be done</li> </ul>
8	Sports Committee	<ul style="list-style-type: none"> <li>• Students to be motivated to participate in various sports</li> </ul>
9	Student Committee	<ul style="list-style-type: none"> <li>• Student committee to become more active</li> <li>• They need to be motivated to contribute to the institution</li> </ul>
10	Statutory Cells 1. Anti-ragging Cell 2. Grievance Redressal Cell 3. ICC 4. Equal opportunity Cell 5. Anti-trafficking Cell	<ul style="list-style-type: none"> <li>• Cells to be active and concentrate more on the objectives of the cell/committee</li> </ul>

### Criteria 6 – Governance Cell

S.No	Cell/Committee	Observations and Suggestions
1	IQAC	<ul style="list-style-type: none"> <li>• Quality check and improvement to be made in all areas</li> </ul>
2	FEC	<ul style="list-style-type: none"> <li>• DLH activities to be conducted</li> <li>• Faculty to be motivated to learn more</li> </ul>
3	Admission Committee	<ul style="list-style-type: none"> <li>• Reservation policy to be added to the admission policy</li> </ul>
4	Ranking Committee	<ul style="list-style-type: none"> <li>• To participate in various ranking frameworks</li> </ul>

5	Magazine	<ul style="list-style-type: none"> <li>• Magazine to be released on Annual Day</li> </ul>
6	Newsletter	<ul style="list-style-type: none"> <li>• Follow-ups are required for the final printing of the Newsletter editions</li> </ul>

### Criteria 7 – Best Practices Cell

S.No	Cell/Committee	Observations and Suggestions
1	Desalite Women Empowerment Cell	<ul style="list-style-type: none"> <li>• Women entrepreneurs to be identified and encouraged</li> </ul>
2	Desalite Nature's Club	<ul style="list-style-type: none"> <li>• Green campus initiatives to be explored</li> </ul>
3	Health Club	<ul style="list-style-type: none"> <li>• MOUS to be explored and Doctors to be invited for health check-ups and orientation</li> </ul>
4	NEDA/International Student Forum	<ul style="list-style-type: none"> <li>• North East Community activities outside the campus to be explored</li> </ul>
5	DCA	<ul style="list-style-type: none"> <li>• Needs to work on constitutional values and activities</li> </ul>
6	Discipline Committee	<ul style="list-style-type: none"> <li>• Updated Code of conduct for students and staff to be prepared</li> </ul>
7	Quills Quake	<ul style="list-style-type: none"> <li>• Software to be procured</li> <li>• Media lab to be renewed</li> </ul>
8	Gandhian Study Centre/Ambedkar Study Centre	<ul style="list-style-type: none"> <li>• Certificate courses can be provided</li> </ul>
9	Innovation and Best Practices	<ul style="list-style-type: none"> <li>• Certificate courses can be provided</li> </ul>



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