

*Academic & Administration Audit
2018-19*

Academic & Administration Audit 2018-19

Part – A

| SL. No | Particulars | Answers | |
|--------|---|------------------------|-----|
| 1 | Has Institution appointed a permanent principal? | Yes | |
| 2 | Is she/he Ph.D.? | Yes | |
| 3 | Number of professional Programmes held for non-teaching staff in the last two years: | 4 | |
| 4 | Is the perspective and strategic plan prepared and being followed in the Institution? | Yes | |
| 5 | Office Automation | | |
| | 1 | Administration | |
| | a. | Admission Processes | |
| | - | Online Admission | |
| | b. | Enrolment | Yes |
| | c. | Maintenance of Records | Yes |
| | d. | Declaration of Results | Yes |
| | 2 | Accounts | |
| a. | Fees Collection | Yes | |
| b. | Maintenance of accounts | Yes | |
| 6 | Is there a College website? | Yes | |
| 7 | Is it updated till 2019 | Yes | |
| 8 | Is the College Library automated? | Yes | |
| a. | Record of Books | Yes | |
| b. | Issue and Return of Books | Yes | |
| 9 | Does the library provide open access facility? | | |
| a. | To all | Yes | |
| 10 | Is there Internet facility in the library? | | |
| a. | For all | Yes | |
| 11 | Is there an Anti-ragging Cell in the college? | Yes | |
| 12 | Are there any Welfare schemes? | Yes | |
| 13 | Is there a Women's Development Cell/Anti Sexual Harassment Cell? | Yes | |
| 14 | Is there a functional Alumni Association? (minimum of 1 meeting per year) | Yes | |
| 15 | Do you organize Institution & Stake holders meet (minimum one meeting per year) | Yes | |

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| <i>Sl.No</i> | <i>Particulars</i> | <i>Answers</i> |
|--------------|---|----------------|
| 1 | Total Permanent Staff (Teaching) | 83 |
| 2 | A. How many faculties have attended FDP? | 78 |
| 3 | B. Faculties who have attended Refresher or Orientation Courses | Nil |
| 4 | Participation of Faculties in Capacity Building Workshops (CBCS, MMI, UDISHA, NME-ICT, KMP etc) | Nil |
| 5 | Innovative Practices | Yes |

| <i>Sl.No</i> | <i>Particulars</i> | <i>Answers</i> |
|--------------|---|----------------|
| 1 | Percentage of teachers with M.Phil as the highest qualification: | 25% |
| 2 | Articles in refereed Journals, Books and Edited volumes | Yes |
| 3 | Are you generating resources through consultancy? | Yes |
| 4 | Sponsorship of events and resources generated | No |
| 5 | State /National/ International level Seminars/workshops/conferences organized during last 1year/ 2 years. | Yes |
| | a. Sponsored research projects: | |
| | Completed | Nil |
| | Ongoing | Nil |
| | b. Unsponsored research | |
| | Completed | Nil |
| | Ongoing | Nil |

| <i>Sr. No</i> | <i>Particulars</i> | <i>Score</i> |
|---------------|---|--------------|
| 1 | Number of effective teaching days (Number of working days – Exam days) | 98 |
| 2 | Use of Power Points in Classes | Yes |
| 3 | Does the Institute do anything for the improvement in learning quality enhancement? | Yes |
| 4 | Do you conduct study visits, field trips, Exhibitions learning quality enhancement? | Yes |
| 5 | Are any Personality development programmes conducted? | Yes |
| 6 | Do you organize & document various extra-curricular activities? | Yes |
| 7 | a. Is there a student council in place? | Yes |
| | b. How often do they meet? 2 or more times | Yes |
| 8 | Does your College have any Feedback Mechanism (students, Faculties & Industry)? | Yes |
| 9 | Do you have any Community Audit Mechanism? (through Stake holders) | Yes |
| 10 | Discipline, Decorum & Ambience (in class and campus.) | Yes |

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| | | |
|----|----------------------|-----|
| 11 | Innovative Practices | Yes |
|----|----------------------|-----|

| <i>Sl.No</i> | <i>Particulars</i> | <i>Answers</i> |
|--------------|--|----------------|
| 1 | Campus Area | 40 Acers |
| 2 | Campus Ownership | Yes |
| 3 | Do you have separate reading area for student & Staff? | Yes |
| 4 | Laboratories | Yes |
| 5 | Security | Yes |
| 6 | Potable Water facility | Yes |
| 7 | Power Backup facility | Yes |
| 8 | Washroom facility (for Male) | Yes |
| 9 | Washroom facility (for Female) | Yes |
| 10 | Washroom facility (for Staff) | Yes |
| 11 | Parking | Yes |
| 12 | Class rooms (as per requirement) | Yes |
| 13 | Staff room (Tick only one) Staff room with separate cabins | Yes |
| 14 | Seminar Room | Yes |
| 15 | Common room (Girls) | Yes |
| 16 | Health Centre facility | Yes |
| 17 | Sports Facility | Yes |
| 18 | Indoor Sports facility | Yes |
| 19 | Gymnasium | Yes |
| 20 | Hostel (Boys) | Yes |
| 21 | Hostel (Girls) | Yes |
| 22 | Transportation for students | Yes |
| 23 | Support services (Bank/PO/Xerox) | Yes |
| 24 | Canteen | Yes |
| 25 | Approach Road | Yes |
| 26 | Garden | Yes |
| 27 | Auditorium/ Assembly hall | Yes |
| 28 | Internet facility: For Staff & students | Yes |
| 29 | Overall Maintenance | Yes |

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Part – B

Departmental Activities Details

Departmental Seminars and Workshops

| <i>Sl. No</i> | <i>Department</i> | <i>No. of Seminar and Workshops</i> |
|---------------|----------------------------|-------------------------------------|
| 1 | BCOM | 5 |
| 2 | BBA | 2 |
| 3 | BCA | 2 |
| 4 | BSC | 1 |
| 5 | BA and Languages | 4 |
| 6 | Post-Graduation Department | 1 |
| 7 | Research and IP Cell | 4 |

Departmental Events

| <i>Sl. No</i> | <i>Department</i> | <i>No. of Event</i> |
|---------------|----------------------------|---------------------|
| 1 | BCOM | 20 |
| 2 | BBA | 12 |
| 3 | BCA | 13 |
| 4 | BSC | 11 |
| 5 | BA and Languages | 14 |
| 6 | Post-Graduation Department | 08 |

Departmental Guest Lectures

| <i>Sl. No</i> | <i>Department</i> | <i>No. of Guest Lectures</i> |
|---------------|----------------------------|------------------------------|
| 1 | BCOM | 05 |
| 2 | BBA | 04 |
| 3 | BCA | 02 |
| 4 | BSC | 02 |
| 5 | BA and Languages | 05 |
| 6 | Post-Graduation Department | 03 |

Departmental Industrial Visits

| <i>Sl. No</i> | <i>Department</i> | <i>No. of Industrial Visits</i> |
|---------------|-------------------|---------------------------------|
| 1 | BCOM | 02 |
| 2 | BBA | 01 |
| 3 | BCA | 02 |

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| | | |
|---|----------------------------|----|
| 4 | BSC | 01 |
| 5 | BA and Languages | 01 |
| 6 | Post-Graduation Department | 02 |

Certificate Courses offered

| <i>Sl. No</i> | <i>Department</i> | <i>No. of Certificate Courses</i> |
|---------------|----------------------------|-----------------------------------|
| 1 | BCOM | 03 |
| 2 | BBA | 02 |
| 3 | BCA | 02 |
| 4 | BSC | 02 |
| 5 | BA and Languages | 02 |
| 6 | Post-Graduation Department | 02 |

Skill Development Programmes

| <i>Sl. No</i> | <i>Department</i> | <i>No. of Certificate Courses</i> |
|---------------|----------------------------|-----------------------------------|
| 1 | BCOM | 07 |
| 2 | BBA | 04 |
| 3 | BCA | 04 |
| 4 | BSC | 03 |
| 5 | BA and Languages | 05 |
| 6 | Post-Graduation Department | 03 |

Recommendations:

- Alumni Association Should be Registered
- Library should be Automated with new software
- Faculty publications should be improved, Needs to publish Articles and journals in UGC recognised and national and international journals.
- Management should be Provide more welfare measures for the overall improvements of the both Teaching and Non-teaching staff.

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- Management should be Provide More financial assistance for the Teaching staff to attend the seminars and conferences.
- Governance system of the institution should be more de centralised.
- Online Grievance system should be activated and should available in college website



ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University || AICTE Approved | Electronic City, Bengaluru - 100

Reaccredited by NAAC with 'B++' Grade || Recognised under section 2(f) & 12(b) of the UGC Act || An ISO 9001: 2015 Certified Institution

A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Academic and Administrative Audit

Follow-up Actions 18-19

Action Taken:

1. Alumni association was registered as AMIZADE
2. The library was automated with ILMS
3. Faculty were encouraged to publish articles in UGC CARE listed journals.
4. Staff Welfare measures included providing tea/coffee for the faculty during the break time.
5. The HODs and coordinators were empowered to make decisions at various levels.

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