



# ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University | Electronics City, Bengaluru - 100

Accredited with NAAC "A" Grade || Recognised under 2(f) & 12(b) of the UGC Act  
A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Date: 27/03/2021

A mock peer team visit in preparation for the NAAC accreditation peer team visit was conducted on 24/03/2021. The following members from St. Claret College, Jalahalli, Bangalore formed the team.

Rev. Dr. Thomas Thennadiyil (Chairperson)

Dr. Supriya Singh

Dr. Safeer Pasha

Mr. Chinmaya Dash

The auditing process began at 10 AM and the team makes the following observations and recommendations.

## Criterion 1 – Curricular Aspects (100)

### Key Indicator – 1.1 Curricular Planning and Implementation (20)

Metric No.	
1.1.1.	<i>The Institution ensures effective curriculum delivery through a well planned and documented process</i>
Q <sub>i</sub> M	Suggestions: Documents Required  <ol style="list-style-type: none"><li>1. Bangalore University academic calendar</li><li>2. Institution's calendar.</li><li>3. workload in accordance with a timetable</li><li>4. Course plan</li><li>5. Teacher's work diary</li><li>6. Department annual plan, add on details, PO PSO</li><li>7. Bridge Course</li><li>8. Day-wise, subject-wise and overall cumulative average of attendance for individual subjects are accessible to students, parents and teachers at any point of time.</li><li>9. Class Test, Assignment, Internal Exam</li><li>10. After each internal exam, remedial classes for slow learner and peer teaching for advanced learners</li><li>11. Grievances are handled by the Mentor, HoD, Counsellor and Principal/Vice-Principal.</li><li>12. Guest lectures, alumni talk and industrial visits</li><li>13. LSDP/PSDP</li><li>14. Departments level intra and inter collegiate fests, conferences and seminars</li><li>15. Library resource</li></ol>

Electronics City P.O., Bengaluru - 560 100

Tel: 080-27836065 / 27834611, Fax: 080-27832299, Email: sfscollege.ecity@gmail.com | sfscollege@rediffmail.com

www.sfscollege.in





<b>1.1.2.</b>	<i>Number of certificate/diploma program introduced during last five years</i>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP
<b>1.1.3.</b>	<i>Percentage of participation of full-time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</i>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP

#### Key Indicator- 1.2 Academic Flexibility (30)

<b>Metric No.</b>	
<b>1.2.1.</b>	<i>Percentage of new Courses introduced of the total number of courses across all Programmes offered during last five years.</i>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP
<b>1.2.2.</b>	<i>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented (current year data)</i>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP
<b>1.2.2.</b>	<i>Average percentage of students enrolled in subject related Certificate/ Diploma programs/ Add-on programs as against the total number of students during the last five years</i>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP  Suggestions Minimum 30 hours program are required

#### Key Indicator- 1.3 Curriculum Enrichment (30)

<b>Metric No.</b>	
<b>1.3.1.</b>	<i>Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum</i>
<b>Q<sub>i</sub>M</b>	Document Required As per Template and SOP Suggestions <ol style="list-style-type: none"> <li>1. Details Value added program on Gender, Environment and Sustainability, Human Values and Professional Ethics (30 hours) (If any)</li> <li>2. Program Syllabus copy in which cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics can be highlighted</li> </ol>



<p><b>1.3.2.</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><i>Number of value added courses imparting transferable and life skills offered during the last five years</i></p> <p>Document Required As per Template and SOP Minimum 30 hours' program are required.</p> <p><i>Suggestion:</i> A few value added or vocational training program can be offered form each Department</p>
<p><b>1.3.3.</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><i>Percentage of students undertaking field projects/ internships (current year data)</i></p> <p>Document Required As per Template and SOP</p> <p><i>Suggestion:</i></p> <ol style="list-style-type: none"> <li>1. <i>Increase the number of Internship data count (100%)</i></li> <li>2. <i>Internship/Field Project report format to be implemented</i></li> <li>3. <i>UBA task can be merged with internship</i></li> </ol>

**Key Indicator- 1.4 Feedback System (20)**

Metric No.				
<p><b>1.4.1.</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><i>Structured feedback received from</i></p> <ol style="list-style-type: none"> <li>1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents for design and review of Syllabus-Semester wise/ year wise</li> </ol> <p><b>Options:</b></p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ol style="list-style-type: none"> <li>A. Any 4 of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ol> </td> <td style="font-size: 3em; vertical-align: middle; padding: 0 10px;">}</td> <td style="vertical-align: middle;"><b>Opt One</b></td> </tr> </table> <p>Document Required AS per Template and SOP</p> <p><i>Suggestions:</i></p> <ol style="list-style-type: none"> <li>1. Feedback must be collected from each stakeholder.</li> <li>2. Employer feedback should be collected on Design and Review of Syllabus.</li> <li>3. Action Taken Report must be prepared.</li> </ol>	<ol style="list-style-type: none"> <li>A. Any 4 of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ol>	}	<b>Opt One</b>
<ol style="list-style-type: none"> <li>A. Any 4 of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ol>	}	<b>Opt One</b>		
<p><b>1.4.2</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><i>Feedback process of the Institution may be classified as follows:</i></p> <p>Document Required As per Template and SOP</p>			

**Criteria 2- Teaching- Learning and Evaluation (350)**

**Key Indicator- 2.1 Student Enrolment and Profile (30)**

<b>Metric No.</b>	
<b>2.1.1.</b>	<i>Average percentage of students from other States and Countries during the last five years</i>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP
<b>2.1.2.</b>	<i>Average Enrolment percentage (Average of last five years)</i>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP
<b>2.1.3.</b>	<i>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during last five years</i>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP  Suggestions: <ol style="list-style-type: none"> <li>1. Total no of application received.</li> <li>2. Total number of applications received for reserved category.</li> <li>3. Total no of seats allotted and filled for reserve category</li> </ol>

**Key Indicator- 2.2. Catering to Student Diversity (50)**

<b>Metric No.</b>	
<b>2.2.1.</b>	<i>The institution assesses the learning levels of the students, after admission and organises special Programmes for advanced learners and slow learners</i>
<b>Q<sub>n</sub>M</b>	Suggestion:  Slow Learners <ol style="list-style-type: none"> <li>1. Mechanism to finalize slow learners</li> <li>2. Slow Learner List</li> <li>3. Bridge Course details</li> <li>4. Remedial Course Details</li> <li>5. Peer Teaching details</li> <li>6. Special Coaching session by faculty (If any)</li> </ol> Advanced Learners (Only based on academics) <ol style="list-style-type: none"> <li>1. Mechanism to finalize advanced learners</li> <li>2. Advanced Learner List</li> <li>3. Special Program for Advanced Learners</li> <li>4. Membership in Professional Bodies (CSI, ACM, etc.)</li> <li>5. MOOC course, Research, Funding Project (DST, KSCST, etc.)</li> <li>6. Outreach Activity</li> <li>7. Special Industry Visit</li> </ol>



	8. Support towards innovation and entrepreneurship
<b>2.2.2.</b>	<b><i>Student- Full time teacher ratio (current year data)</i></b>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP
<b>2.2.3.</b>	<b><i>Percentage of differently abled students (Divyangjan) on rolls (current year data)</i></b>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP

**Key Indicator- 2.3. Teaching- Learning Process (50)**

<b>Metric No.</b>	
<b>2.3.1.</b>	<b><i>Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</i></b>
<b>Q<sub>i</sub>M</b>	<p>Suggestions:</p> <p>Experiential Learning Rural Camps/Outreach activity Educational Trips and Study Tours Visits to Centre of Excellence Etc.</p> <p>Participative Learning Workshops Guest Lecture Orientation visits/Induction Program Leadership Building Programmes Interactive Lecturing Series Social survey and needs assessment Etc.</p> <p>Problem Solving Methodologies Case studies Fact Finding Simulation Etc.</p>
<b>2.3.2.</b>	<b><i>Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-Learning resources etc. (current year data)</i></b>
<b>Q<sub>n</sub>M</b>	<p>Document Required As per Template and SOP</p> <p>Suggestion: List out all ICT Tools, E-Learning Resources are used for teaching and learning</p>



<b>2.3.3.</b>  <b>Q<sub>n</sub>M</b>	<i>Ratio of students to mentor for academic and stress related issues (current year data)</i>  Document Required As per Template and SOP
<b>2.3.4.</b>  <b>Q<sub>i</sub>M</b>	<i>Innovation and Creativity in teaching- learning</i>  Suggestions:  Creativity in teaching-learning  Student seminar Workshops and Certified Sessions, Interactive Lectures and B- Talks. Industrial Visits Educational Tour and Adventure Trips Corporate Internship Club Events Etc.  Innovative Teaching-Learning  Rural Exposure Programme Industry Academia Business Plan Preparation Certificate Courses Quiz MOOC Courses Product Launch Skill Enrichment Methods Research Methodology classes Poster making Group discussion Membership in Professional Bodies Collaborative projects with NGO Field visits and social surveys Internships Paper Presentations Student Conferences Student Local Chapters Etc.

**Key Indicator- 2.4 Teacher Profile and Quality (80)**

<b>Metric No.</b>	
<b>2.4.1.</b>	<i>Average percentage of full time teachers against sanctioned posts during the last five years</i>



<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP
<b>2.4.2.</b>	<b><i>Average percentage of full time teachers with Ph. D. during the last five years</i></b>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP  Suggestion: Completion of Doctoral Program
<b>2.4.3.</b>	<b><i>Teaching experience of full time teachers in number of years (current year data)</i></b>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP
<b>2.4.4.</b>	<b><i>Percentage of full time teachers who received awards, recognition, fellowship at State, National, International level from government, recognised bodies during last five years</i></b>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP  Suggestion: Points in Faculty Appraisal System on receiving awards or recognition
<b>2.4.5.</b>	<b><i>Average percentage of full time teachers from other States against sanctioned posts during the last five years</i></b>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP

#### Key Indicator- 2.5. Evaluation Process and Reforms (50)

<b>Metric No.</b>	
<b>2.5.1.</b>	<b><i>Reforms in Continuous Internal Evaluation (CIE) System at the Institutional level</i></b>
<b>Q<sub>i</sub>M</b>	Suggestions: Details of the internal examination process till the announcement of IA marks
<b>2.5.2.</b>	<b><i>Mechanism of internal assessment is transparent and robust in terms of frequency and variety</i></b>
<b>Q<sub>i</sub>M</b>	Suggestions: Transparent mechanism of internal assessment and frequency
<b>2.5.3.</b>	<b><i>Mechanism to deal with examination related grievances is transparent, time- bound and efficient</i></b>
<b>Q<sub>i</sub>M</b>	Suggestion: Dealing examination related grievances department wise, institution wise for internal examination Dealing examination related grievances institution wise for University examination



<b>2.5.4.</b>	<b><i>The Institution adheres to the academic calendar for the conduct of CIE</i></b>
<b>Q<sub>1</sub>M</b>	Suggestion: Academic calendar for conduct of CIE

**Key Indicator- 2.6 Student Performance and Learning Outcome (40)**

<b>Metric No.</b>	
<b>2.6.1.</b>	<b><i>Programme outcomes, Programme specific outcomes and course outcomes for all Programme offered by the institution are stated and displayed on website and communicated to teachers and students.</i></b>
<b>Q<sub>1</sub>M</b>	Suggestion PO, PSO, CO of all course in Website
<b>2.6.2.</b>	<b><i>Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution.</i></b>
<b>Q<sub>1</sub>M</b>	Suggestion: Department wise and institution wise attainment report after mapping
<b>2.6.3.</b>	<b><i>Average pass percentage of Students (Current year data)</i></b>
<b>Q<sub>n</sub>M</b>	Suggestion: Pass percentage current year

**Key Indicator- 2.7 Student Satisfaction Survey (50)**

<b>Metric No.</b>	
<b>2.7.1.</b>	<b><i>Online student satisfaction survey regarding teaching learning process</i></b>
<b>Q<sub>n</sub>M</b>	Suggestions: Details in Website

**Criteria 3- Research, Innovations and Extension (120)**

**Key Indicator 3.1- Resource Mobilization for Research (10)**

<b>Metric No.</b>	
<b>3.1.1.</b>	<b><i>Grants for research projects sponsored by the government and non government sources such as industry, corporate houses, international bodies, endowment, Chairs in the institution during the last five years(INR in Lakhs)</i></b>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP  Suggestion: Encouragement towards research grant for students and faculty
<b>3.1.2.</b>	<b><i>Percentage of teachers recognized as research guides at present</i></b>



<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP
<b>3.1.3.</b> <b>Q<sub>n</sub>M</b>	<i>Number of research projects per teacher funded by government and non government agencies during the last five years</i>  Document Required As per Template and SOP

**Key Indicator 3.2- Innovation Ecosystem (10)**

<b>Metric No.</b>	
<b>3.2.1.</b> <b>Q<sub>n</sub>M</b>	<i>Institution has created an ecosystem for innovations including Incubation centre and other initiatives for creation and transfer of knowledge.</i>  Suggestion: Research Promotion Cell MOU or Linkages to conduct program on innovation and entrepreneurship. Institutional support towards research ED Cell Incubation Unit Institution's Innovation Council must be established. Program in collaboration Spoken Tutorial, IIT Bombay
<b>3.2.2.</b> <b>Q<sub>n</sub>M</b>	<i>Number of Workshops/ seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years</i>  Document Required AS per Template and SOP  Suggestion: Industry Academia Cell must be established. IP Cell can be established with the help of KSCST Collaboration with industry association (Jigni Industrial Association, KASSIA) Program on IPR and Innovation

**Key Indicator 3.3- Research Publication and Awards (20)**

<b>Metric No.</b>	
<b>3.3.1.</b> <b>Q<sub>n</sub>M</b>	<i>The institution has a stated Code of Ethics to check malpractices and plagiarism in Research</i>  Document Required AS per Template and SOP  Suggestion: Turnitin or Grammarly software can be accessed through library <span style="float: right;"><i>Yes/No</i></span>
<b>3.3.2.</b> <b>Q<sub>n</sub>M</b>	<i>The institution provides incentives to teachers who receive state, national and international recognition/ awards</i>  <span style="float: right;"><i>Yes/No</i></span>



	Document Required AS per Template and SOP
<b>3.3.3.</b> <b>Q<sub>n</sub>M</b>	<b>Number of Ph.Ds awarded per teacher during the last five years</b>  Document Required As per Template and SOP  Suggestion: Motivation towards the completion of doctoral program
<b>3.3.4.</b> <b>Q<sub>n</sub>M</b>	<b><i>Number of research papers per teachers in the Journals notified on UGC website during the last five years</i></b>  Document Required AS per Template and SOP  Suggestion: Web of Science/Scopus/UGC care List Only Publication can be connected with faculty appraisal system (Annually One publication minimum) Research cell should encourage faculty and students Only Last Five Year Data required
<b>3.3.5.</b> <b>Q<sub>n</sub>M</b>	<b><i>Number of books and chapters in edited volumes/books published and papers in national/ international conference-proceedings per teacher during last five years (For UG College weightage of this metric will be 8)</i></b>  Document Required As per Template and SOP  Suggestion: Publication can be connected with faculty appraisal system (Annually One publication minimum) Research cell should encourage faculty and students Only Last Five-year data required Faculty must be encouraged for writing Text Books

#### Key Indicators 3.4 – Extension Activities (60)

Metric No.	
<b>3.4.1.</b> <b>Q<sub>i</sub>M</b>	<b><i>Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years</i></b> <b>Suggestions:</b> Free eye camps, Blood donation camp, talks on Personal Hygiene and Street plays on Women Empowerment, free cancer screening, Swachh Bharath Abhiyan, Planting of trees, Environment awareness camps, Awareness rallies, Village adoption, Computer-literacy drive, etc.
<b>3.4.2.</b> <b>Q<sub>n</sub>M</b>	<b><i>Number of awards and recognitions received for extension activities from government/ recognised bodies during the last five years</i></b>



	Document Required AS per Template and SOP
<b>3.4.3.</b> <b>Q<sub>n</sub>M</b>	<b><i>Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years</i></b>  Document Required As per Template and SOP  Suggestion: Each department can initiate one extension activity in a semester collaborating with NCC/NSS
<b>3.4.4.</b> <b>Q<sub>n</sub>M</b>	<b><i>Average percentage of students participating in extension activities with Government Organization, Non-Government Organizations and Programmes such as Swachh Bharat, AIDs awareness, Gender issue etc. during last five years</i></b>  Document Required As per Template and SOP  Suggestion: Each department can initiate one extension activity in a semester collaborating with Government organization or NGO

**Key Indicator - 3.5 Collaboration (20)**

<b>Metric No.</b>	
<b>3.5.1.</b> <b>Q<sub>n</sub>M</b>	<b><i>Number of linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the-job training, research etc during the last five years</i></b>  Document Required As per Template and SOP  Suggestion: No of linkages can be increased Focus on Government Organization linkages (IISc, IIT, IIM, Etc.) Linkages towards internship, on job training, student exchange and faculty exchange must be initiated One program must be conducted under each linkage per semester
<b>3.5.2.</b> <b>Q<sub>n</sub>M</b>	<b><i>Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (Only functional MoUs with ongoing activities to be considered)</i></b>  Document Required As per Template and SOP  Suggestion: No of MOUs can be increased. MOU with Potential Excellence Institution, university and corporate house One program must be conducted under each MOU per semester Focus on Government undertaking bodies such as ISTE, CSI, AIMA, Etc. and



	international bodies such as ACM, IEEE Special collaboration with AWAKE, ACM-W for women empowerment
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**Criterion 4 - Infrastructure and Learning Resources**

**Key Indicator – 4.1 Physical Facilities (30)**

<b>Metric No.</b>	
<b>4.1.1. Q<sub>i</sub>M</b>	<i>The Institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.</i>  Suggestion: Classrooms, Special facility, Library, Labs, Incubation Centre, Canteen, CCTV, Etc
<b>4.1.2. Q<sub>i</sub>M</b>	<i>The Institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc. and cultural activities</i>  Suggestion: Sports and Games Facility along with files, Gym, Yoga Centre, Cultural activity files
<b>4.1.3. Q<sub>n</sub>M</b>	<i>Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (current year data)</i>  Document Required AS per Template and SOP
<b>4.1.4. Q<sub>n</sub>M</b>	<i>Average percentage of budget allocations, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)</i>  Document Required As per Template and SOP

**Key Indicator – 4.2 Library as a learning Resource (20)**

<b>Metric No.</b>	
<b>4.2.1. Q<sub>i</sub>M</b>	<b>Library is automated using Integrated Library Management System (ILMS)</b> Document Required  As per Template and SOP  Suggestion: ERP details Software for Visually Challenged Plagiarism software
<b>4.2.2. Q<sub>i</sub>M</b>	<i>Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment</i>  Document Required AS per Template and SOP
<b>4.2.3. Q<sub>n</sub>M</b>	<i>Does the institution have the following:</i> 1. e-journals 2. e-ShodhSindhu



	3. Shodhganga membersip 4. e-books 5. Databases  Document Required As per Template and SOP
4.2.4 Q <sub>n</sub> M	<i>Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)</i>  Document Required As per Template and SOP
4.2.5 Q <sub>n</sub> M	<i>Availability of remote access to e-resources of the library</i>  Document Required As per Template and SOP Yes/No
4.2.6 Q <sub>n</sub> M	<i>Percentage per day usage of library by teachers and students (current year data)</i>  Document Required As per Template and SOP  Suggestion Link online library resource with internal assessment Library hour in student timetable Compulsory for faculty to visit library Library reference books usage for student and faculty Usage of online resource and journal for research

**Key Indicator- 4.3 IT Infrastructure (30)**

Metric No.	
4.3.1 Q <sub>i</sub> M	<i>Institution frequently updates its IT facilities including Wi-Fi</i>  Document Required As per Template and SOP
4.3.2 Q <sub>n</sub> M	<i>Student – Computer ratio (current year data)</i>  Document Required As per Template and SOP
4.3.3 Q <sub>n</sub> M	<i>Available bandwidth of internet connection in the Institution (Leased line)</i>  Document Required As per Template and SOP
4.3.4 Q <sub>n</sub> M	<i>Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)</i>  Document Required As per Template and SOP Suggestion: E-Content development facility details (Yes /No)



Content developed Motivation towards designing online recorded certification course
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**Key Indicator – 4.4 Maintenance of Campus Infrastructure (20)**

Metric No.	
4.4.1 Q <sub>n</sub> M	<p><i>Average expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years (INR in Lakhs)</i></p> <p>Document Required As per Template and SOP</p>
4.4.2. Q <sub>i</sub> M	<p><i>There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.</i></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: Keep all evidences mentioned in SSR</p>



**Criterion 5- Student Support and Progression (130)**  
**Key Indicator- 5.1 Student Support (50)**

<b>Metric No.</b>	
<b>5.1.1</b> <b>Q<sub>n</sub>M</b>	<p><i>Average percentage of students benefitted by scholarships and freeships provided by the Government during last five years</i></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: Scholarship cell must be strengthened Self-Declaration statement must be prepared Kannada to English translation must be done with affidavit Updated disburse Register for SC/ST/OBC/Etc Minority scholarship details with evidence Special awareness drive should be conducted</p>
<b>5.1.2.</b> <b>Q<sub>n</sub>M</b>	<p><i>Average percentage of students benefitted by scholarships, freeships etc. provided by the institution besides government schemes during the last five years</i></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: Self-Declaration statement must be prepared Updated disburse Register Special awareness drive should be conducted Reform the types of scholarship such as Financial, Merit, SC/ST, Sports, Divyangjan, Single Girl Child, Transgender, Etc.</p>
<b>5.1.3.</b> <b>Q<sub>n</sub>M</b>	<p><i>Number of capability enhancement and development schemes</i></p> <ol style="list-style-type: none"> <li>1. Guidance for competitive examinations</li> <li>2. Career counselling</li> <li>3. Soft skill development</li> <li>4. Remedial coaching</li> <li>5. Language lab</li> <li>6. Bridge courses</li> <li>7. Yoga and meditation</li> <li>8. Personal Counselling</li> </ol> <p>Document Required As per Template and SOP</p> <p>Suggestion: Files must be ready for each scheme</p>
<b>5.1.4.</b> <b>Q<sub>n</sub>M</b>	<p><i>Average percentage of student benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last</i></p>



	<p><i>five years</i></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: Files must be ready. More number of programs can be initiated Skill development program can be organized by Placement cell</p>
<p><b>5.1.5.</b> <b>Q<sub>n</sub>M</b></p>	<p><i>Average percentage of students benefitted by Vocational Education and training (VET) during the last five years</i></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: Files must be ready. More no. of program can be initiated</p>
<p><b>5.1.6.</b> <b>Q<sub>n</sub>M</b></p>	<p><i>The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</i> <span style="float: right;"><i>(Yes/ No)</i></span></p> <p>Document Required As per Template and SOP</p> <p>Suggestions: All files will be checked by Peer team</p>

**Key Indicator- 5.2 Student Progression (45)**

<b>Metric No.</b>	
<p><b>5.2.1</b> <b>Q<sub>n</sub>M</b></p>	<p><i>Average percentage of placement of outgoing students during the last five years</i></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: Placement data, offer letter, Letter of Intent must be ready. Department can keep only the department data.</p>
<p><b>5.2.2.</b> <b>Q<sub>n</sub>M</b></p>	<p><i>Percentage of student progression to higher education (previous graduating batch) (current year data)</i></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: Admission proof such as photocopy ID card must be preserved Placement cell should keep the entire college data Department can keep only the department level higher education data.</p>



<b>5.2.3.</b>	<i>Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</i>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP  Suggestion: PGCET/MAT/KMAT details can be kept

**Key Indicator- 5.3 Student Participation and Activities (25)**

<b>Metric No.</b>	
<b>5.3.1</b> <b>Q<sub>n</sub>M</b>	<i>Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.</i>  Document Required As per Template and SOP  Suggestion: Only outstanding performances Team event should be considered one
<b>5.3.2</b> <b>Q<sub>i</sub>M</b>	<i>Presence of an active Student council &amp; representation of students on academic &amp; administrative bodies/ committees of the Institution</i>  Suggestion: Details of active Student council & its involvement in academic & administrative committees of the Institution
<b>5.3.3.</b> <b>Q<sub>n</sub>M</b>	<i>Average number of sports and cultural activities/competitions organised at the institution level per year</i>  Document Required As per Template and SOP  Suggestion: More no of events must be organized All necessary documents must be filed (both sports and Cultural) Sports club and cultural club files must be audited by IQAC

**Key Indicator- 5.4 Alumni Engagement (10)**

<b>Metric No.</b>	
<b>5.4.1</b> <b>Q<sub>i</sub>M</b>	<i>The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years</i>  Document Required As per Template and SOP



	<p>Suggestion:  Alumni association can be registered  Alumni contribution towards non-financial mean</p>
<b>5.4.2</b>	<b><i>Alumni contribution during the last five years (INR in Lakhs)</i></b>
<b>Q<sub>n</sub>M</b>	<p>Document Required  As per Template and SOP</p>
<b>5.4.3</b>	<b><i>Number of Alumni Association / Chapters meetings held during last five years</i></b>
<b>Q<sub>n</sub>M</b>	<p>Document Required  AS per Template and SOP</p> <p>Suggestion:  Meeting minutes' register  Outcome of the meeting agenda</p>



**Criterion 6- Governance, Leadership and Management (100)**

**Key Indicator- 6.1 Institutional Vision and Leadership (10)**

Metric No.	
6.1.1 Q <sub>i</sub> M	<p><i>The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution</i></p> <p>Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the institution within a maximum of 500 words</p> <p>Document Required As per Template and SOP</p>
6.1.2 Q <sub>i</sub> M	<p><i>The institution practices decentralization and participative management</i></p> <p>Document Required As per Template and SOP</p>

**Key Indicator- 6.2 Strategy Development and Deployment (10)**

Metric No.	
6.2.1 Q <sub>i</sub> M	<p><i>Perspective/Strategic plan and Deployment documents are available in the institution</i></p> <p>Document Required As per Template and SOP</p>
6.2.2 Q <sub>i</sub> M	<p><i>Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism</i></p> <p>Document Required As per Template and SOP</p>
6.2.3. Q <sub>n</sub> M	<p><i>Implementation of e-governance in areas of operation</i></p> <ol style="list-style-type: none"> <li>1. Planning and Development</li> <li>2. Administration</li> <li>3. Finance and Accounts</li> <li>4. Student Admission and Support</li> <li>5. Examination</li> </ol> <p>Document Required As per Template and SOP</p>
6.2.4	<p><i>Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions</i></p>



Q <sub>i</sub> M	Document Required As per Template and SOP
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**Key Indicator- 6.3 Faculty Empowerment Strategies (30)**

Metric No.	
6.3.1 Q <sub>i</sub> M	<p><i>The institution has effective welfare measures for teaching and non-teaching staff</i></p> <p>Document Required As per Template and SOP</p> <p>Suggestions: All welfare measures for teaching and non-teaching staff such as special leave, salary advance, maternity, paternity, free education, Etc</p>
6.3.2 Q <sub>n</sub> M	<p><i>Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years</i></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: Year wise list must be prepared</p>
6.3.3 Q <sub>n</sub> M	<p><i>Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years</i></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: Details of training program, report, photo, participant list, flyer, Etc</p>
6.3.4 Q <sub>n</sub> M	<p><i>Average percentage of teachers attending professional development Programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the last five years</i></p> <p>Document Required AS per Template and SOP</p> <p>Suggestion: Each faculty should attend ARPIT refresher course, 1 week FDP New faculty can attend orientation/induction program Faculty must be motivated towards attending STC, STTP, Etc.</p>
6.3.5 Q <sub>i</sub> M	<p><i>Institution has Performance Appraisal System for teaching and non-teaching staff</i></p> <p>Document Required As per Template and SOP</p>



Suggestion: As per institution norm (360 degree appraisal system) Each work done by staff must be connected with appraisal system
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**Key Indicator- 6.4 Financial Management and Resource Mobilization (20)**

Metric No.	
6.4.1 Q <sub>i</sub> M	<i>Institution conducts internal and external financial audits regularly</i>  Document Required As per Template and SOP  Suggestion: Audit report must be filed.
6.4.2 Q <sub>n</sub> M	<i>Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III) (INR in Lakhs)</i>  Document Required As per Template and SOP  Suggestion: Faculty must try receiving fund/grants
6.4.3 Q <sub>i</sub> M	<i>Institutional strategies for mobilisation of funds and the optimal utilisation of resources</i>  Document Required As per Template and SOP  Suggestion: As per institution norm

**Key Indicator- 6.5 Internal Quality Assurance System (30)**

Metric No.	
6.5.1 Q <sub>i</sub> M	<i>Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes</i>  Document Required As per Template and SOP  Suggestion: As per institution norm
6.5.2 Q <sub>i</sub> M	<i>The institution reviews its teaching learning process, structures &amp; methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms</i>  Document Required As per Template and SOP



	Suggestion: As per institution norm
<b>6.5.3</b>	<b><i>Average number of quality initiatives by IQAC for promoting quality culture per year</i></b>
<b>Q<sub>n</sub>M</b>	Document Required As per Template and SOP
	Suggestion: As per institution norm
<b>6.5.4</b>	<b><i>Quality assurance initiatives of the institution include:</i></b>
<b>Q<sub>n</sub>M</b>	<ol style="list-style-type: none"> <li>1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements</li> <li>2. Academic Administrative Audit (AAA) and initiation of follow up action</li> <li>3. Participation in NIRF</li> <li>4. ISO Certification</li> <li>5. NBA or any other quality audit</li> </ol>
	Document Required As per Template and SOP
	Suggestion: As per institution norm
<b>6.5.5</b>	<b><i>Incremental improvements made for the preceding five years (in case of first cycle)</i></b> <b><i>Post accreditation quality initiatives (second and subsequent cycles)</i></b>
<b>Q<sub>i</sub>M</b>	Document Required As per Template and SOP
	Suggestion: As per institution norm



**Criterion 7- Institution Values and Best Practices (100)**

**Key Indicator- 7.1 Institutional Values and Social Responsibilities (50)**

<b>Metric No.</b>	
	<b>Gender Equality (10)</b>
<b>7.1.1</b> <b>Q<sub>n</sub>M</b>	<p><i>Number of gender equity promotion Programmes organized by the institution during the last five years</i></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: More no of gender equity program on Women /Transgender must be conducted Details of program such as report, photo, participant list, Etc. Certain NGO could be connected for conducting these events</p>
<b>7.1.2</b> <b>Q<sub>n</sub>M</b>	<p><i>Institution shows gender sensitivity in providing facilities such as:</i></p> <ul style="list-style-type: none"> <li>a) Safety and Security</li> <li>b) Counselling</li> <li>c) Common Room</li> </ul> <p>Document Required As per Template and SOP</p> <p>Suggestion: All facility details must be filed. Rooms should be ready for peer team visit.</p>
	<b>Environmental Consciousness and Sustainability (10)</b>
<b>7.1.3</b> <b>Q<sub>n</sub>M</b>	<p><i>Alternate Energy initiatives such as:</i> <i>Percentage of annual power requirement of the Institution met by the renewable energy sources (current year data)</i></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: As per institution requirement Renewable energy audit should happen</p>
<b>7.1.4</b> <b>Q<sub>n</sub>M</b>	<p><i>Percentage of annual power requirements met through LED bulbs (Current year data)</i></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: Transform CFL to LED</p>



<p><b>7.1.5</b> <b>Q<sub>i</sub>M</b></p>	<p><b><i>Waste Management steps including:</i></b></p> <ul style="list-style-type: none"> <li>• Solid waste management</li> <li>• Liquid waste management</li> <li>• E-waste management</li> </ul> <p>Document Required As per Template and SOP</p> <p>Suggestion: AS per institution waste management process Session on E-waste, waste management can be conducted Green audit can be done</p>
<p><b>7.1.6.</b> <b>Q<sub>i</sub>M</b></p>	<p><b><i>Rain water harvesting structures and utilization in the campus</i></b></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: As per Institution facility towards rain water harvesting</p>
<p><b>7.1.7.</b> <b>Q<sub>i</sub>M</b></p>	<p><b><i>Green Practices</i></b></p> <ul style="list-style-type: none"> <li>• Students, staff using <ul style="list-style-type: none"> <li>a) Bicycles</li> <li>b) Public Transport</li> <li>c) Pedestrian friendly roads</li> </ul> </li> <li>• Plastic-free campus</li> <li>• Paperless office</li> <li>• Green landscaping with trees and plants</li> </ul> <p>Document Required As per Template and SOP</p> <p>Suggestion Details of all green practices can be filed.</p>
<p><b>7.1.8</b> <b>Q<sub>n</sub>M</b></p>	<p><b><i>Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years (INR in Lakhs)</i></b></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: More number initiative must be taken on green initiatives and waste management</p>
	<p><b><i>Differently abled (Divyangjan) friendliness (10)</i></b></p>
<p><b>7.1.9</b> <b>Q<sub>n</sub>M</b></p>	<p><b><i>Resources available in the institution:</i></b></p> <ol style="list-style-type: none"> <li>1. Physical facilities</li> <li>2. Provision for lift</li> <li>3. Ramp / Rails</li> <li>4. Braille Software/facilities</li> <li>5. Rest Rooms</li> <li>6. Scribes for examination (keep documents)</li> </ol>



	<p>7. Special skill development for differently abled students 8. Any other similar facility (Specify)</p> <p>Document Required As per Template and SOP</p> <p>Suggestion: As per Institution facility towards divyangjan friendliness</p>
	<b><i>Inclusion and Situatedness (10)</i></b>
<b>7.1.10</b>	<b><i>Number of Specific initiatives to address locational advantages and disadvantages during the last five years</i></b>
<b>Q<sub>n</sub>M</b>	<p>Document Required As per Template and SOP</p> <p>Suggestion: Details of specific initiative to address locational advantages and disadvantages</p>
<b>7.1.11</b>	<b><i>Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)</i></b>
<b>Q<sub>n</sub>M</b>	<p>Document Required As per Template and SOP</p> <p>Suggestion: More number of initiatives can be taken to engage the local community</p>
	<b><i>Human Values and Professional Ethics (10)</i></b>
<b>7.1.12</b>	<b><i>Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff</i></b>
<b>Q<sub>n</sub>M</b>	<p>Document Required <span style="float: right;"><i>(Yes/ No)</i></span> As per Template and SOP</p> <p>Suggestion: As per Institution norm</p>
<b>7.1.13</b>	<b><i>Display of core values in the institution and on its website</i></b>
<b>Q<sub>n</sub>M</b>	<p>Document Required <span style="float: right;"><i>(Yes/ No)</i></span> As per Template and SOP</p> <p>Suggestion: As per Institution norm</p>
<b>7.1.14</b>	<b><i>The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations</i></b>
<b>Q<sub>n</sub>M</b>	<p>Document Required <span style="float: right;"><i>(Yes/ No)</i></span> As per Template and SOP</p>



	<p>Suggestion: Activities on Fundamental Duties and Rights of Indian citizens and other constitutional obligations can be organized with help of NCC/NSS/Etc</p>
7.1.15	<p><b><i>The institution offers a course on Human Values and professional ethics</i></b> (Yes/ No)</p>
Q <sub>n</sub> M	<p>Document Required As per Template and SOP</p> <p>Suggestion: Certificate course can be offered on Human Values professional ethics</p>
7.1.16	<p><b><i>The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions</i></b> (Yes/ No)</p>
Q <sub>n</sub> M	<p>Document Required As per Template and SOP</p> <p>Suggestion: As per Institution norm</p>
7.1.17	<p><b><i>Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years</i></b></p>
Q <sub>n</sub> M	<p>Document Required As per Template and SOP</p> <p>Suggestion: Number of activities can be increased for promotion of Universal values. Value week celebration can be done</p>
7.1.18	<p><b><i>Institution organizes national festivals and birth / death anniversaries of the great Indian personalities</i></b></p>
Q <sub>i</sub> M	<p>Document Required As per Template and SOP</p> <p>Suggestion: Commemorative days can be celebrated in institution premise Birth/death anniversary of Indian personalities must be celebrated. Each department can celebrate at least four program on these festivals</p>
7.1.19	<p><b><i>The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions</i></b></p>
Q <sub>i</sub> M	<p>Document Required As per Template and SOP</p> <p>Suggestion: As per institution norm</p>



**Key Indicator- 7.2 Best Practices (30)**

<b>Metric No.</b>	
<b>7.2.1 Q1M</b>	<p><i>Describe at least two institutional best practices (as per NAAC format given in next page)</i></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: HR Meet Single name for all student specific program Details must be available</p>

**Key Indicator- 7.3 Institutional Distinctiveness (20)**

<b>Metric No.</b>	
<b>7.3.1 Q1M</b>	<p><i>Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust</i></p> <p>Document Required As per Template and SOP</p> <p>Suggestion: As per institution norm</p>



### Other Observations and Recommendations

1. Ensure there is no spelling and punctuation error in the ppts.
2. Good to have an overall common structure for HOD presentations.
3. Good to limit HOD presentation to 7-8 minutes.
4. The PG department presentations could be department wise.
5. Publication details must be accurate (Consider Scopus/Web of Science/UGC care)
6. Common Clubs can be established for all PG departments
7. Advanced learners and slow learners division mechanisms could be prepared.
8. Special programs could be conducted for advanced and slow learners department wise.
9. Highlight Rank holders.
10. Consider value added programs which are 30 hours or more.
11. The placement and higher education list must be prepared separately.
12. The Techno Assist program could be connected with other departments.
13. Alumni Engagement needs to be strengthened.
14. Scholarship disbursed percentage and amounts to be presented accurately.
15. PO and PSO must be prepared.
16. CO attainment needs to be prepared for 2018-19 and 2019-20. Hard copies are required.
17. Programs such as Boot Camp/Hackathon/Ideation could be organized.
18. Signing MOU and linkages can be accelerated.
19. Could Establish an IP Cell with the help of KSCST.
20. Structure Institution's Innovation Council (part of MoE's Innovation Cell) and NISP at the institution level.
21. Visit to the incubation centre and Atal Tinkering lab can be conducted once in a semester.
22. Workshop can be organized with the help of alumni association.
23. Placement activities must be taken care of.
24. Motivate faculty towards publication of textbook, article in journal (Scopus or web of science or UGC care list journal), book chapters or publishing in conference proceedings.
25. Motivate faculty for funding project grant.
26. Research needs strengthening.
27. More collaboration with institutions, universities or corporate houses is required.
28. Skill development programs can be organized for women empowerment, divyangjan, etc.
29. Feedback from stakeholders needs to be collected and analysed.
30. Result centum may not be required.
31. Report of department meetings can be pasted in the register.
32. Faculty profile (updated CV in LIC format) and publication need to be maintained separately in each department
33. Lab observation books can be kept in the Lab.
34. Support towards patent filing, membership fee for joining academic or professional bodies can be provided to faculty and advanced learners.
35. Department divisions such as under Department Science, Department of Maths, Department Physics, Department Chemistry, etc can be constituted.
36. Students can be motivated towards MOOC course/Internship. It can be connected to IA marks.
37. Strengthen Village adoption flagship programs like UBA.
38. Connect Inlibnet and Delnet with IA marks for more footfalls.
39. Vocational Education/Skill based training program can be continued.
40. Principal's Signature in each document is needed.



41. Documents must be maintained in order. Page separator is needed.
42. Circulars for any program must be prepared and filed.
43. Sports and cultural achievers should not be mixed with academic performers (Advanced learner).
44. Sports budget, expenditure statement could be prepared.
45. Sports winners list at national or international level can be displayed in the sports room.
46. Psychological Counsellor needs to prepare an annual report and maintain the counselling details without divulging the confidential details.
47. Student projects can be submitted to a research funding agency for grant.
48. Department result analysis (category wise, gender wise, etc) can be prepared.
49. BOE and BOS data can be considered only if the faculty is nominated from BU.
50. Each faculty should know about the basics of the institution such as mission, vision, core values, the number of students, teaching and non-teaching staff, of computers, of classrooms, labs, welfare measures, student support schemes, etc.

Many of the suggestions and recommendations made here are for the long-term progress and growth of the institution. The team has observed very positive vibe, enthusiasm and commitment among the faculty and staff. The leadership team is very supportive and encouraging of their subordinates. We feel that the college has great potential for growth both in quality and quantity because of the strategic location and the infrastructural facilities.

We wish you the very best with the peer team visit.  
We wish you success in all your endeavours.

Rev. Dr. Thomas Thennadiyil  
Dr. Supriya Singh  
Dr. Safeer Pasha  
Mr. Chinmaya Dash





# 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 19-20

#### Action Taken:

1. As recommended, the NAAC peer team visit preparations were given more importance, and various committees were formed to streamline the process.
2. Student achievements were highlighted in the notice boards.
3. Faculty were encouraged to be part of Bangalore University Board of Studies and Exams.
4. The counsellor prepared an annual report of the counseling details and submitted it to the management.
5. Each faculty was provided a file to maintain their professional details.
6. IP cell in association with KSCST was initiated.

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