

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

St. Francis de Sales College

1.2 Address Line 1

Electronics City Post,

Address Line 2

Hebbagodi

City/Town

Bangalore

State

Karnataka

Pin Code

560100

Institution e-mail address

sfscollege@rediffmail.com

Contact Nos.

+91 95919 85135
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Name of the Head of the Institution:

Dr. Herold Christopher

Tel. No. with STD Code:

080-27836165

Mobile:

+91 8197844172

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.11	2015	2020

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

1.10 Institutional Status: **Affiliated College**

Type of Institution : **Co-education
Rural**

Financial Status: **Totally Self-financing**

1.11 Type of Faculty/Programme: Arts
Science
Commerce
Management

1.12 Name of the Affiliating University (*for the Colleges*)

Bangalore University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc : NIL

2. IQAC Composition and Activities

2.1 No. of Teachers	3
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	5(student council)
2.4 No. of Management representatives	2
2.5 No. of Alumni	2
2.6 No. of any other stakeholder and community representatives	2
2.7 No. of Employers/ Industrialists	Nil
2.8 No. of other External Experts	2
2.9 Total No. of members	17

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders.

Faculty Non-Teaching Staff

Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Service learning: Emerging trends in curriculum design in Higher Education.

2.14 Significant Activities and contributions made by IQAC

- **Self-Appraisal:** The College in an effort in improving the quality of the teaching-learning, an evaluation process is initiated by the Human Resource department at the end of the academic year. The evaluation process is technically named as '360 degree Performance Appraisal' , was introduced in 2014 , in an continuance effort of improving the process, the college and modified the 360° Performance appraisal to **self-appraisal** .
- **Change of timings:** To facilitate students to make use of available job opportunities in the job market, the college timings was changed to 8.00 to 1.00 from 9.30 to 3.00. This has gone a long way in helping students to finance their education. Further this gives sufficient time for research scholars and academicians to pursue their research and studies.
- **Optra:** To track the student's class attendance, marks, percentage of various activities OPTRA system was introduced which helps the management, faculty and parents to have complete knowledge about the students and their activities. This system bought revolution in the attendance of the Desalites.

- **Bio-metric Punching system:** To ensure discipline among the staff the biometric punching system was introduced
- **Crèche facility:** In support to the staff to cope with the work life balance with change in timings, college provides care taker assistant to drop kids to the Crèche
- **Staff felicitation:** In recognition to the service by staff who completed 10 years , college initiated felicitation to the staff.
- Streamlining the mail Ids for HODs and coordinators. To ensure record of all the official communication, college had made it compulsory for the HODs to use the official mail ID's

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Permanent affiliation	Received permanent affiliation, paper work is in progress
Introducing PG courses	Applied for Post graduate courses for commerce , management and art streams , waiting for the approval
Conduction faculty development programs and department seminars.	FDP on and regular departmental seminars were conducted
National level Seminar	A national level seminar on Service Learning was conducted

* *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes

Management

Provide the details of the action taken : The AQAR was approved by the management.

Part – B

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG	NA	NA	NA	NA
UG	5	1(B Com Vocational)		
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	NA	NA	NA	NA
Certificate	04(Tally, Dot Net, Php, NSDC certificate courses)			
Others				
Total				

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PED)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

As per Bangalore university Syllabus

1.5 Any new Department/Centre introduced during the year. If yes, give details.

B.Com Travel and tourism (vocational) an undergraduate course specialized in Travel and tourism, is a three year program which helps students to build a strong foundation in commerce subjects in the field of

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
33	33			

3

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		3	2
Presented	8	15	2
Resource Persons		1	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

SFS College academics is focuses on student centered approach with the core emphasis on the overall development of students. In the student centered approach students are participated in various learning activities based on their learning style. Teaching techniques applied to cover Visual, Auditory and Kinesthetic learners by providing various techniques like the classroom lecture, PPT Presentations, group discussion, Business case studies, Role Plays and other innovative teaching learning techniques. College also encourages students to participate in Research, conferences, seminars, intra and intercollegiate competitions. College also provides facilities like computer lab, projectors to achieve effective teaching learning process. Innovative methods of teaching include the following in creating inquisitive mind among the students and to make them to apply the concept in the concerned field which helps them to know the practical knowledge about their field of study.

- Wednesday student seminars ,
- Group discussions
- Industry Visits
- Group Projects
- Case Studies
- Research-oriented teaching which engages students in data collection, field surveys and analysis of the data.
- Exam-oriented teaching with the help of Question Bank
- Role Plays
- Seminars/Conferences
- Research and Innovations
- Regular Tests
- Assignments
- Brainstorming
- Peer Education
- Remedial Classes
- Effective use of Audio Visual Aids
- Industry Interface
- Institutional Social Responsibility
- Various departmental club activities
- Guest lectures
- Inter Departmental activities
- Research Presentations and Publications
- Various certification Courses

2.7 Total No. of actual teaching days during this academic year

181

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NA

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

nil

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%(as per the university)

2.11: Course/ Programme wise distribution of pass percentage:

RESULT PERCENTAGE – MAY /JUNE 2016

Title of the Programme	Total no. of students appeared	Distinction %	Division			
			1 %	2 %	3 %	Pass class %
BA VI Sem	118	-	61.86	22.8	-	1.69
B.Com VI Sem	141		14.18	24.11	-	17.02
BBM VI Sem	36		25	19.44	-	8.33
BCA VI Sem	36		38.88	13.88	-	8.33
B.Sc VI Sem	12		41.66			

CBCS RESULT PERCENTAGE – MAY /JUNE 2016

Title of the Programme	Total no. of students appeared	Division					
		Outstanding	First class Exemplary	First class Distinction %	First class	High Second class	Second class
BA II Sem	78	-	5.12	19.23	29.48	1.28	-
B.A IV Sem	81	-	1.23	28.39	38.27	3.7	1.23
B.Com II Sem	195	-	1.02	11.79	20	14.35	1.53
B.Com IV Sem	203	-	3.44	9.35	25.61	3.94	1.97
BBA II Sem	41	-	-	14.63	26.82	9.75	-
BBA IV Sem	54	1.85	1.85	16.66	18.51	5.55	7.40
BCA II Sem	27	-	7.4	11.11	18.51	11.11	3.70
BCA IV Sem	38	-	10.52	10.52	28.94	-	2.63
B.Sc II Sem	8	-	-	25	12.5	-	-
B.Sc IV Sem	15	-	-	20	13.33	-	-

RESULT PERCENTAGE – NOV/DEC 2015

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	1 %	2 %	3 %	Pass class %
BA V Sem	118	-	54.23	28.81	-	5.93
B.Com V Sem	145	-	22.06	20	-	17.93
BBM V Sem	42	-	7.14	16.66		2.38
BCA V Sem	37	-	29.72	18.91		27.70
B.Sc IV Sem	12	-	25	-	-	8.33

CBCS RESULT PERCENTAGE NOV/DEC 2015

Title of the Programme	Total no. of students appeared	Division					
		Outstanding	First class Exemplary	First class Distinction %	First class	High Second class	Second class
BA I Sem	83	-	-	24.09	32.53	8.43	3.61
BA IIISem	88	-	-	20.45	32.95	6.81	2.27
B.Com I Sem	197	-	-	6.59	20.30	10.15	2.53
B.Com III Sem	210	-	-	1.90	8.09	12.85	11.42
BBM I Sem	41	-	-	12.19	26.82	9.75	9.75
BBM III Sem	60	-	3.33	10	16.66	11.66	6.66
BCA I Sem	28	-	-	17.85	10.71	3.57	-
BCA III Sem	42	-	2.38	21.42	21.42	4.76	-
B.Sc I Sem	08	-	-	25	12.5	-	-
B.Sc III Sem	16	-	-	18.75	12.5	-	-

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC periodically conducts sessions to explore avenues to enhance teacher effectiveness through professional skill development training programmes. The College encourages research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia. Senior faculty and administrative heads discuss future plans of the institution and prepare a road map for quality assurance and enhancement. Faculty members are motivated to design contemporary, skill based and value-added courses. Rigorous review of the functioning of the various units of the College is a part of quality enhancement/sustenance measures such as: Periodical review of the teaching-learning process at the end of each semester – Feedback from students on teaching. And performance based appraisal system, giving staff to appraise themselves before it is been reviewed .

IQAC in its meeting with faculty members advises them to convene Annual Plan Meeting at the beginning of each session and weekly , assign syllabus to the departmental teachers, prepare time schedule for term tests & to convene term review meetings. IQAC also suggests the departments to conduct , student seminars , department seminars, FDP's, educational tours & excursions. In this way IQAC monitors and evaluates the teaching & learning processes of the college.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5	Nil	Nil	2
Technical Staff	4	Nil	Nil	

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

FDP- In order to be updated with the current affairs and also the new and innovative methods of teaching, faculty development programs are organised once in every semester, This is also done to boost confidence and morale among the faculty. It is done department wise or as a general one for the entire faculty.

Student seminar- With the changing scenario in the business world and also in education, it was felt necessary to prepare students to have knowledge of current affairs and also develop communication skills. The weekly student seminar is a decisive step in this direction. Here students are encouraged to present papers on advanced topics once in every week.

Change of timings: To facilitate students to make use of available job opportunities in the job market, the college timings was changed to 8.00 to 1.00 from 9.30 to 3.00. This has gone a long way in helping students to finance their education. Further this gives sufficient time for research scholars and academicians to pursue their research and studies.

Extended library hours: To reiterate the fact that library is a treasure of knowledge, the timing of library have been extended beyond the regular class hours. This facility is a boon to students and faculty who would like get some additional knowledge by referring more books and journals. Further the faculty and students are given the privilege of using the digital library.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NO			
Outlay in Rs. Lakhs	No	No	No	No

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				No
Outlay in Rs. Lakhs	No	No		No

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-

e-Journals	-	-	-
Conference proceedings			01

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations and also to promote the growth of the language the Kannada Kalika Kendra came into Existence, This is partly funded by the Kannada Development Authority of the State Government.

Kannada Kalika Kendra: In order to encourage non Kannada students to learn Kannada the local language and also to promote the language the Kannada Kalika Kendra came into existence, this is partly funded by the Kannada Development Authority of the state government.

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	01			
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons: 5

- Bangalore University Exam NOV-DEC 2015-16 :
Custodian,
Deputy Custodian
Assistant Custodian,
Assistant Custodian
- Bangalore University Exam NOV-DEC 2015-16 – Re-evaluation
Custodian,
Deputy Custodian

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
						01

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- NSS students participated in One day Dengue awareness camp
- Pulse Polio : In association with PHC and SFS College NSS volunteers Conducted pluse polio programme .
- WorkShop: One-day work shop conducted on Leadership training programme.
- Blood donation: **Around 50 students were encouraged to donate blood**
- Paper presented on “ROLE AND CHALLENGES OF NSS VOLUNTEERS ON RURAL HYGIEN” at Govt. R.C College, Bengaluru.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	23,00000sft	Nil		
Class rooms				
Laboratories	4			
Seminar Halls	3			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8589	201325	517	89407		
Reference Books						
e-Books						
Journals	24	35830	27	26269		
e-Journals						
Digital Database						
CD & Video	191		215			
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	132	2(75 systems)	24	1	3	4	3	43(digital library) 2(evening college)
Added	nil	Nil	15	Nil	nil	3	2	nil
Total	132	2	39	1	3	7	5	45

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.):

Basic computer certificated course was conducted to the students. which included Office tools like M S Word, Power point, Excel , Basics of network and internet.

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs 63750/-(projectors and speakers)
ii) Campus Infrastructure and facilities	
iii) Equipments	
iv) Others	10,182(Anti-virus)
Total :	Rs 73932/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services .

- IQAC provides information about various Student Support Services available at the institution.
- With the mechanism of academic counseling tool the faculty members help the student to choose the right course which will help them to built better future.
- IQAC Takes initiatives in rendering Students Support Service through:
 - Prospectus.
 - General Notice Board
 - Library Notice Board
 - Placement Notice Board
 - NSS /NCC Notice Board

5.2 Efforts made by the institution for tracking the progression

The Mentoring System: Mentoring is continues relationship between student and the faculty, to enhance the quality education system as well as the mould students toward their career. SFS college practices the mentoring system to track the students overall performance and provide the opportunity and guidance when ever required individually.

Sammilana: Sammilana is term means meeting for good and development SFS has a culture meeting the parents of each student once in a semester for better understanding of student academic behavior and help the students to perform better both in academics as well as other activities. Sammilana opens up new techniques to deal with student’s progression. And also bridges strong bonding between parents and the institution.

OPTRA Software: To track the student's class attendance, marks, percentage of various activities OPTRA system was introduced which helps the management, faculty and parents to have complete knowledge about the students and their activities. This system brought revolution in the attendance of the Desalites.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
370	NIL	NIL	NIL

(b) No. of students outside the state

(c) No. of international students

(d) Men

No	%
07	88

 Women

No	%
01	12

This Year 2014-15					
General	SC	ST	OBC	Physically Challenged	Total
229	46	21	140	02	438

This Year 2015-16					
General	SC	ST	OBC	Physically Challenged	Total
235	47	09	79	NIL	370

Dropout no

5.4 Details of student support mechanism for coaching for competitive examinations (If any) No. of students beneficiaries: CPT coaching was given to Students.

5.5 No. of students qualified in these examinations : Nil

5.6 Details of student counselling and career guidance:

The Student Counselling Centre extends counselling assistance to students with psychological, academic and social concerns. These services are provided on appointments or referred by the mentors that seek to enable students to function effectively and improve their wellness quotient. Students with serious psychological problems are counselled regular. The centre also conducts workshops for staff and students on counselling and life skills.

No. of students benefitted

127

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
13	147	6	21

5.8 Details of gender sensitization programmes

SFS College follows co education systems it makes sure modify the behaviour of students by raising gender sensitivity. Sensitization is the demine of Humanities and Social Sciences as the part of academics the department of Humanities bring an awareness about Gender equality, Empowerment, and creates an environment for normal development of an individual and respecting the posit gender views.

The Women cell, Department of Humanities, NSS, Counselling and all other department at SFS College takes up the initiative to create gender sensitization programmes.

- Women cell organized the programme on Women empowerment Mrs.Swarnalatha Iyer MD, CEO of Senshan's Academy .The speaker emphasis on the social and economic empowerment of women and also the role played by the men in empowering the women.
- The women cell arranged the programme for women health with the collaboration of NGO 'YEAH' with an object to encourage good health and also gender balanced leadership.
- Health club conducted a seminar on Sexual reproduction and cardio-Vascular Diseases.
- Health club conducted counseling regarding physical issues.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	38	182911
Financial support from government	21	164172
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organized / initiatives :Nil

5.12 No. of social initiatives undertaken by the students

- 4-8-15- Dengue awareness one day camp
- 26-8-15- Leadership training programme
- 17-1-2016 to 19-1-2016- Pulse polio programme
- Common service centre (CSC)to extend more help to public

5.13 Major grievances of students (if any) redressed:

An in house phycologist addresses the grievances and other issues , about 27 clients were counselled in 120 sessions .Students and faculty grievances would be addressed by the grievance cell.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision:

St. Francis de Sales College aspires to provide a center of excellence for a holistic formation of the young who are capable of both transforming themselves and of acting as catalysts of transformation in the society so as to become the epitomes of efficiency, in mastering their life-situations and building a progressive and secular nation.

Mission:

- To impart quality higher education and to offer professional skills.
- To inculcate cultural and moral values.
- To foster faith in God, to motivate service orientation, and to strengthen humanism.

Core Values:

- Faith in God.
- True Patriotism.
- Simplicity of Life.
- Foster Team Work.
- Respect for Diversity.
- Quest for knowledge.
- Respect to Faculty and staff.
- Honesty, Truthfulness and Hard work.
- Commitment to Quality Campus Environment.

6.2 Does the Institution has a management Information System. No.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

As the College follows the Syllabus and Curriculum of Bangalore University.

6.3.2 Teaching and Learning.

Although the syllabi are framed not by the college but by the university to which it is affiliated each department. Innovative methods of teaching and learning is adopted to mould the students by empowering their skills and talents to make them to place them an appropriate career as per

their ability and skill. Teaching and learning emphasis on student centred approach and the best practices are enhanced for the over all development of the students.

1. The faculties of each department meet at the beginning of each academic session for term-wise allocation of syllabus. A course plan is prepared for each subject, which is monitored by the HOD.

2. Technology driven programmes are included in the curriculum which enabled the Teaching Learning process in the most effective way to make the student update their knowledge with current scenario. LCD projectors and overhead projectors are used for teaching regularly. The usage of PPT, web based learning enhance their keen interest in technology oriented learning process.

3. Specific skill enhancement programmes like personality development courses, softskill, basic computer science, Language courses, HRD courses etc. Departments also organize National/International Level seminars to develop research orientation and to develop their coordination skill in organising such an event in the degree course level.

4. Research and development is more focusing on the aspect of innovative practices of teaching and learning. Faculty members are involved in various research and development programmes which will make them to adopt innovative practices in their teaching methods.

The role of IQAC is inevitable in providing appropriate environment for better teaching and learning in SFS college which make all courses under one roof with more productive output. Every department is creating future leaders with adequate skill and talent in inspiring their students with motivation.

6.3.3 Examination and Evaluation.

Students are evaluated regularly by conducting CIA. and given an opportunity to discuss their performance and doubts. Parents of the desalites are met in order to keep them updated regarding their wards performance.

6.3.4 Research and Development

The Research Development Centre aims to nurture research culture in the College by promoting research in newly emerging and challenging areas. This enhances the general research capability of faculty and students by way of participating in conferences, seminars, workshops, project competition, etc.

- Persuade students to take up small research based projects.
- Encourage faculty and students to present and publish papers, articles at national and international level.
- To inculcated research in students, regular seminars, conferences and workshops are organized at national and international level both for students and the faculty.

- We ensure every student is indulged in research activity at various levels, level 1 students collect data and present them . level 2 they do a literature review of few existing papers . level 3 they propose and present the papers.

UGC sponsored National level seminar :

Service learning : Emerging trends in curriculum design in Higher Education

International Conference : “Creativity and innovation as a strategy for global business Excellence”

6.3.5 Library, ICT and physical infrastructure / instrumentation.

To develop and update facilities in the library, the IQAC has adopted the following strategies : i) The physical infrastructure has been improved. ii) Latest books are purchased every year v) Every year classes on ‘User-orientation’ are arranged by the librarian. vi) Internet service has been made available to the library users.

6.3.6 Human Resource Management.

- College in the beginning of every academic year conducts an election in a democratic manner to bestow the responsibility to the deserving young talents for the academic year.
- A Staff representative is also elected democratic manner at the beginning of the academic year.
- There is a Governing Body that manages and develops the total human resource of the college.

The college’s aim is to make optimum use of the available human resource.

6.3.7 Faculty and Staff recruitment.

The staff recruitment process is a transparent process which begins by publishing an advertisement , and then the short listed candidates are interviewed by a panel consisting of The Manager, Principal, vice principal and subject expert..

6.3.8 Industry Interaction / Collaboration. Nil

6.3.9 Admission of Students

- .Admission of students is done completely on the basis of merit.
- Pre Admission counselling of students are done to identify their area of interest and to guide them to choose their subject.

6.4 Welfare schemes for.

Teaching Staff: Provident fund , scholarship to the staff kids studying in SFS institutions, caretaker for employee kids .

Non Teaching staff: ESI, Medical reimbursement in serious cases , interest free loans for repairs and construction of houses , Provident Fund, Festival bonus , scholarship to the staff kids studying in SFS institutions.

Students: In addition to the government Scholarships based on DSAT (desalite scholerhip test), college provide Scholarships, endowments, and cash Prizes to deserving students

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC
Administrative			Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days? Not applicable.

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Introducing internal and model exams for non-core subjects.
- Issuing hall tickets for the internal exams in order to bring in the seriousness among the students.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- Being a part of the examinations conducted by the university by taking up various jobs like custodian , asst. custodian, clerical.
- Appointing staff as sitting squared during the university examination in other examination centres.
- Organizing UGC sponsored national seminar on curriculum design.
- Getting permanent affiliation.
- Applying for PG courses.

6.11 Activities and support from the Alumni Association

Amizade the alumina association organizes an alumina meet every year on second Sunday of August, and alumina details are published every year and are connected via social media . Alumini students are encouraged to take guest lectures and are given a chance to take up some papers as visiting faculty.

6.12 Activities and support from the Parent – Teacher Association.

The College does not have an established Parent – Teacher Association. However there are activities organised by the college as sammalana wherein parents meet the faculty to know regarding their wards performance .

Departments organise a one-on-one dialogue with parents whose children need further support and counselling services to enhance performance.

In few cases principal meets the wards parents or even visit's their home when needed

6.13 Development programmes for support staff

- Interest free loans for repairs and construction of houses ,
- Festival bonus , Scholarship to the staff kids studying in SFS institutions.

6.13 Initiatives taken by the institution to make the campus eco-friendly

Waste paper management ,planting trees by NCC and NSS .

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- In order to ensure quality in teaching-learning process, the institution appoints qualified, competent and experienced teachers. The teachers undergo rigorous interview (technical and personal) and demo lectures before the appointment and faculty development programmes, subsequently.
- IQAC conducts the academic audit of the College about performance in academic, curricular, co-curricular, research and extension augmentation of academic infrastructure, student progression and innovative practices in the institution.
- The ICT is extensively used to enhance the teaching learning process in the College.
- The Institution organizes national seminars, workshops and guest lectures by inviting academicians, industrialists, subject experts from other institutions.
- The institution encourages the departments to organize department seminars once in a year to expand the research activities.

- The institution has established a Research Development Centre (RDC) in the College which makes all the efforts to enhance the research activities in the college.
- The RDC also deputed the faculty members to participate in seminars and workshops.
- The institution has a culture of granting free ships and financial aids to the eligible, meritorious and financially weak students. By conducting The entrance test DESAT entrance test (scholarship programme) and granting scholarships.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year :

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- An hour with principal : the principal of the college has taken an initiative to interact with the students on various topics ,this will enhance a contact with the student and management. So has to get the first hand information from the students .
- Self appraisal : The College in an effort for the improving the quality of the teaching-learning an evaluation process is initiated by the Human Resource department at the end of the academic year. The evaluation process is technically named as ‘360 degree Performance Appraisal’ , was introduced in 2014 , in an continuance effort of improving the process, the college and modified the 360° Performance appraisal to **self appraisal** .

The evaluation is conducted at Five level ,

1. First each faculty on various aspects appraises himself/herself by evaluating their own performance. This gives a chance to the faculty to analyses their self.
2. Then the reviewer evaluate (the reviewers are HOD, Coordinator, Vice Principal).
3. Appraisal by Students is taken ,
4. Appraisal by the Management i.e. Principal.
5. Result Analysis is considered.

The evaluation is done through a structured questionnaire, which contains objective as well descriptive questions and the faculties are graded based on the points they earn in the evaluation process

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection:

The College constantly seeks to promote the Care of Mother Earth initiative. One of the primary objectives of the institution is to sensitise students on environmental issues and to motivate them to promote ecological justice and sustainable development. The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water and energy conservation and waste management. The three ‘R’s: “Reduce”, “Reuse” and “Recycle” form the essence of every eco-friendly practice adopted in the College with effective Waste management eg.Making books from unused papers. Automatic sanitary napkin disposal machine.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths

- Campus Location :
 - a) Semi urban which caters to both the rural and urban community, amidst the it Hub (electronics city).
 - b) Well maintained with external facilities and infrastructure
 - c) Environment -friendly measures undertaken
- A holistic educational experience
- Effective Mentoring of students.
- A large number of scholarships disbursed to students from marginalized and economically deprived section
- Always staying connected with parents of students to yield better behaviour of students and their results.
- Conducting re-tests so as to give opportunity to students to improve their marks and thereby secure better IA marks.
- Weekly Faculty Review Meetings to jointly discuss issues affecting the department and resolving them in the best interest of students.
- Conducting weekly Students Seminar so as to develop the student's confidence, communication skills and to enhance their knowledge.
- Regular performance appraisal of teachers which ensures their dedication.

Weaknesses:

- Results .
- Overall student's attendance .
- Insufficient student strength in some programmes
- Slow progress in identifying funding agencies for research projects
- Rural population of students, who are majorly 1st generation learners.
- Inability to convince students to opt for add-on courses and thereby raise their standards.
- Very less utilisation of library facilities.

Opportunities:

- Change in college timings which will enable students to pursue part-time work and also to pursue research activities.
- Making enhanced use of Infrastructure to enable students to give presentations on the subjects taught, viewing news channels and stock market trends on television, watching English movies which are inspiring, motivational, as well as entertaining which helps students to improve their English language skills also.
- To encourage students to participate/present papers in Seminars/ Conferences of other colleges which will help them gain more exposure as well as knowledge.
- Engaging students after class hours in data entry work of department which enables them to earn pocket money while they study the course.

Challenges:

- Course-counselling for students so that they are enrolled into a suitable course as per their aptitude.
- Trying to set a cut-off percentage for enrolment of students.
- Providing greater campus placement opportunities.

- More practical exposure to students through industrial visits, etc. so as to motivate students.
- To proactively be better than other colleges, especially amongst those that are there in the immediate vicinity
- To impart the curriculum in such a manner that the students are developed holistic-ally.
- To progressively improvise the results.
- To balance between the heterogeneous students(International, rural, other states)
- Admitting students with pass percentage and supplementary students on a provisional basis.

8. **Plans of institution for next year**

- PG courses.
- Students National seminar.
- To improve the results.
- Enhance research activities and publications
- Academic Audit.
- Enhance Consultancy.
- Placement assistance.
- Faculty development programs.
- Enhancing ICT Facilitates.
- International Seminar.
- College Radio, Newsletters and SfS app .

Name SAILAJA.M

Name DR..HEROLD CHRISTOPHER

Signature of the Coordinator, IQAC
IQAC

Signature of the Chairperson,

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test

- TEI - Teacher Education Institution
- UPE - University with Potential Excellence
- UPSC - Union Public Service Commission
