



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		ST FRANCIS DE SALES COLLEGE
Name of the head of the Institution		Fr. Dr. Roy P K
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		080-27836165
Mobile no.		9591981031
Registered Email		iqacatsfs@gmail.com
Alternate Email		sfscollege.ecity@gmail.com
Address		Hebbagodi, Electronic City
City/Town		Bengaluru
State/UT		Karnataka
Pincode		560100
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Prof. Maya Mathew
Phone no/Alternate Phone no.	08027836163
Mobile no.	9972495217
Registered Email	iqacatsfs@gmail.com
Alternate Email	sfs.iqac@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.sfscollege.in/pdf/iqac_18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.sfscollege.in/pdf/academic_calendar_r18-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	A	3.11	2015	01-May-2015	30-Apr-2020

6. Date of Establishment of IQAC

20-Oct-2012

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Offering skill development programs for	01-Aug-2018 5	31

non-teaching staff		
Recommending and Initiating Green Audit by the IQAC and the decision that epaathsala will conduct it	13-Mar-2019 17	120
Conducting Academic and Administrative Audit in the campus and presenting the findings and recommendations for taking appropriate decisions	06-Mar-2019 20	126
Offering more skill development programs for students through POSTO App	02-Jul-2018 180	1400
Increasing the use of ICT for the process of teaching and learning	18-Jun-2018 40	1600
Initiatives taken to have more MOUs with international universities, industries and institutions	15-Jun-2018 65	1500
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Centre for Gandhian Studies	Youth Empowerment Program	Karnataka Government Gandhi Smaraka Nidhi	2019 1	25000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	1000000
Year	2018

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. IQAC has initiated measures to obtain 12B and 2F status for the institution and we received the same. 2. Various scholarships were funded by the institution like DeSalite Aptitude Test (DSAT), Endowments, Girl Child, Proficiency awards, Rising Star, etc. and around 482 students benefited by receiving these scholarships. 3. A number of Quality Enhancement Programs were organised for the benefit of teaching faculty and nonteaching staff like FDPs on Orientation on Campus Technology, Self Defence, How to write a Project and Research Paper, IPR and Research and many quality enhancement programs were organised exclusively for the students on Higher Education. 4. POSTO app was integrated into the academic and administrative system for the benefit of all stakeholders. The app helps in maintaining the attendance of students, conducting examinations, offering certificate courses, providing internship opportunities, conducting eclasses, providing ICT support, etc. 5. New infrastructure developments were carried out. They are as follows: the addition of two floors to the UG wing, the extension of existing computer labs and ICT enabling of all classrooms

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To facilitate the recruitment of the students, the IQAC team suggested that few placement training and a job campus drive could be organized.	Placement Training programs and a job drive were organized
The IQAC team suggested that a more rigorous online feedback could be obtained.	The online feedback system was carried out rigorously.
The IQAC team stated that industry academic related national seminars, symposium and conferences must be organized for the forthcoming academic year.	Around ten programs were organized during the year. A national seminar was organised in September An international conference was held in January The PG symposium was organized in May.
The IQAC team insisted that the college must have the recognition of UGC act under 2(f) and 12(b)	This UGC recognition was obtained.
The IQAC team suggested that the online	The online accessing of library was

accessing of library must be done at the earliest. It was suggested that the photocopying machine must be available there.	accomplished and the photocopying facility was offered at a low cost in the library.
The IQAC team decided to continue with the slab system for internal assessment.	The slab system for internal assessment was used to demonstrate transparency.
The IQAC team recommended that few more industrial visits and field visit must be planned to initiate more industryacademia collaborations.	More industrial visits and field visit were organized to enable the students gain real life experience of what they learn inside the classroom.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
St Francis Sales Educational and Charitable Trust	10-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2019
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Date of Submission	28-Feb-2019
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Campus Technology, Bangalore is catering to the ERP needs of the College. The platform supports the management through the easy collection of data from all stakeholders using online and mobile app. The software meets the diverse needs of the college and helps in managing the institution and its resources efficiently. The software enables the extraction of the needed data on a daily basis and thus, aids in the smooth functioning of the institution. Many vital information such as daily attendance, the mark lists of students, assignment data and the like can be extracted at any time and can be used to know about the progress of students and work towards
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their betterment. Besides managing data, the software also supports the college in conducting workshops, faculty development programs, student placement support and so on. The software company also helps the students by guiding them for internships and providing them internship offers. It also provides research funding to the faculty so that they could pursue research rigorously in the institution. The modules that are currently operational are: Admission, Attendance, Student and Faculty Data Management, Alumni Management, Placement, Feedback from Stakeholders, Examination Support. Apart from Campus.Technology, the college website and college app support the management in collecting and sending data to all stakeholders and helps in the decision making process.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

St. Francis de Sales College adopts the Choice Based Credit System (CBCS) prescribed by the Bangalore University and implements it in all undergraduate and postgraduate programmes. The action plan and periodic review for all academic years are prepared by the IQAC team after obtaining feedback from all stakeholders to improve the educational service that the college provides. The calendar of the college informs about various academic and non-academic events as well as the schedule of co-curricular and extra-curricular activities for the respective academic year. The college follows the schedule laid out in the calendar and organises all events based on the feedback obtained, decisions taken and plans conceived by the IQAC. The Heads of the Department and the Academic Coordinators collaborate and prepare the effective time-table keeping in view the guidelines prescribed by the IQAC team. This means that the students can attend classes and guest lectures, spend valuable time in the library, present papers in the weekly seminars, pursue add-on courses, receive pre-placement training, participate in sports and cultural events and contribute to community service. The teachers facilitate their learning process by way of teaching, mentoring, evaluating and supporting students in all their academic endeavours. For the purpose of effective teaching-learning process, they prepare the lesson plan beforehand with a clear idea of programme and course outcomes. The optimum delivery of knowledge inputs within the stipulated hours is ensured by following lesson plans and academic year plans as well as maintaining logbooks. The college contributes to the enhancement of teacher's performance by providing ICT facility, conducting FDPs, arranging for meetings with subject experts and personal counselling. Eminent academicians, corporate trainers and industrial experts are invited to deliver lectures, conduct workshops and moderate paper presentation sessions to support the delivery of syllabus and curriculum. Many assessments in the form of internal and model

exams, assignments, seminars, class tests, MCQs and demonstrations enable the students as well as the teachers to monitor their progress. The college makes assessments transparent by way of the slab system. Remedial and revision classes help slow and weak learners. Sammilana – the parents-teacher meetings – helps the parents to know about their ward’s progress in academics. Nearly 16 certificate courses and 13 value-added courses focus on enhancing the students’ existing knowledge, developing their creative skills and critical thinking, nurturing their life-skills and sharpening their community conscious and civic sense. The practice of obtaining feedback from students, faculty, parents and alumni help the college in improving the delivery of quality collegiate education. The feedback on the progress of the institution is also taken. The result analysis carried out meticulously at the end of academic year help the college in adopting the best and relevant teaching practices, enhancing the learning process and improving the much-needed infrastructure keeping in view the growth of digital technology. Many extra-curricular and co-curricular activities like NSS, NCC, KCD, Red Cross and Nature Club focus on the holistic development of students and enhance their civic sense, literary skills and social consciousness.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Short Film Making		13/08/2018	60	Yes	Yes
Market Research Techniques 2		06/08/2018	50	Yes	Yes
Advanced Tally (Level 1)		09/08/2018	60	Yes	Yes
Advanced Tally (Level 2)		09/08/2018	50	Yes	Yes
Travel Blog Writing		10/08/2018	50	Yes	Yes
Marketing Research on Four Wheeler EV Usage by Millenials		07/08/2018	50	Yes	Yes
Science Writing		10/08/2018	50	Yes	Yes
Power Conservation		06/08/2018	60	Yes	Yes
Developing Circuit for Charging Electric Vehicles		06/08/2018	50	Yes	Yes
Professional Ethics 1		10/09/2018	50	Yes	Yes
Marketing		06/09/2018	50	Yes	Yes

and Internet (Level 1)	06/09/2018	50	Yes	Yes
Marketing and Internet (Level 2)				
Listening Skills (Level 1)	07/09/2018	50	Yes	Yes
Listening Skills (Level 2)	07/09/2018	50	Yes	Yes
Creating Documentary Videos	06/08/2018	50	Yes	Yes
Creative Writing	08/08/2018	50	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	JOURNALISM, PSYCHOLOGY, OPTIONAL ENGLISH	02/07/2018
BA	SOCIOLOGY, ECONOMICS, PSYCHOLOGY	02/07/2018
BA	HISTORY, ECONOMICS, POLITICAL SCIENCE	02/07/2018
BCom	FINANCE AND ACCOUNTS	02/07/2018
BCom	TRAVEL AND TOURISM	02/07/2018
BBA	FINANCE AND HUMAN RESOURCE MANAGEMENT	02/07/2018
BCA	COMPUTER APPLICATIONS	02/07/2018
BSc	MATHEMATICS, ELECTRONICS, COMPUTER SCIENCE	02/07/2018
BSc	PHYSICS, CHEMISTRY, MATHEMATICS	02/07/2018
MSc	PSYCHOLOGY	06/08/2018
MCom	ACCOUNTING AND TAXATION	06/08/2018
MCom	FINANCIAL ANALYSIS	06/08/2018
MA	ENGLISH	06/08/2018
MA	JOURNALISM AND MASS COMMUNICATION	06/08/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	1685	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Human Resource Development	09/01/2019	46
Environment Sustainability	07/01/2019	76
Search Engine Optimization (SEO)	07/01/2019	273
Goods and Services Tax (GST) – 3	18/01/2019	219
Corporate Social Responsibility	18/01/2019	160
Capital Market	02/01/2019	115
Human Rights 2	11/01/2019	203
Mind and Body	08/01/2019	183
Embedded Systems 3	07/01/2019	87
Critical Thinking and Problem Solving 1	03/01/2019	173

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	FINANCE AND HUMAN RESOURCE DEVELOPMENT	55
BCA	COMPUTER APPLICATIONS	40
BSc	MATHEMATICS, ELECTRONICS, COMPUTER SCIENCE	7
MSc	PSYCHOLOGY	15
MCom	ACCOUNTING AND TAXATION	35
MCom	FINANCIAL ANALYSIS	4
BA	JOURNALISM, PSYCHOLOGY OPTIONAL ENGLISH	30
BA	SOCIOLOGY, ECONOMICS & PSYCHOLOGY	30
BCom	FINANCE AND ACCOUNTS	67
BCom	TRAVEL AND TOURISM	30

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The IQAC team takes the 360 degree feedback from all stakeholders such as students, faculty, institution and alumni by way of online feedback system. This online feedback process involves student satisfaction survey, curriculum feedback, library feedback, institution feedback, seminar/workshop feedback, course exit feedback and certificate course feedback. First, the student satisfaction survey reflects upon the CBCS system, the programme and course outcomes, the adherence to the prescribed syllabus and its completion, the innovative student-centric teaching methodologies, syllabus and other aspects. Second, the curriculum feedback reflects upon the curriculum and syllabus delivery, instructional strategies, the appropriateness of the prescribed and reference materials for study. Third, the library feedback reflects upon the availability of books, the internet facility, the photocopying facility, the databases available and the support of the library staff. Four, the seminar feedback reflects upon the resource persons, experts, the seminar outcomes and the seminar materials that were distributed and the conducive atmosphere facilitated for discussions. Five, the certificate and value-added courses feedback reflect upon the use of different skills and the employability that they ensure. Six, the course exit feedback reflects upon the interest quotient generated, the career goals achieved, the study materials offered, and the like. Seven, the institutional feedback reflects upon the infrastructure facilities like library, toilet facilities, computer labs and sports equipment as well as the fulfilment of their career goals. Eight, the feedback on the faculty is extremely useful to evaluate their strengths and weaknesses and thus, enables them to demonstrate optimum performance by organising faculty development programmes, workshops, training and counselling. Nine, the alumni feedback helps us to know whether the alumni found the programmes that they pursued relevant to their academic and professional needs. Their responses are also useful to find out whether the add-on courses enriched their knowledge, skills and employability. Besides, their feedback reflects upon the infrastructure facilities provided by the college. Ten, the responses obtained from parents enable us to know whether the ways in which the classes are handled benefit their wards. It helps us to know whether the faculty are motivating and accommodative. On the whole, the online feedback obtained from various stakeholders contributes to the overall development of the institution immensely. After receiving the necessary feedbacks, the report on these feedbacks will be carefully analysed by the IQAC team. The team will identify the strengths and drawbacks with utmost attention and it will hint upon the crucial decisions to be taken by the college for its holistic development. Further, the Annual Academic Audit carried out in all the departments helps in taking stock of the quality delivery of inputs too.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the	Programme	Number of seats	Number of	Students Enrolled
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Programme	Specialization	available	Application received	
BSc	Maths, Electronics and Computer Science	60	43	41
BBA	Finance and Human Resource Management	120	88	87
BCom	Finance Accounting	300	276	273
BA	Journalism, Psychology, Optional English	100	62	59
BA	Sociology, Economics, Psychology	60	13	11
BA	History, Economics, Political Science	60	41	39
BCom	Travel and Tourism	60	61	56
BCA	Computer Applications	80	74	72

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1685	117	68	10	9

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
79	68	3	35	35	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The mentoring system in the college has been very instrumental in inculcating positive attitude and discipline among students. The mentor plays a significant role in the holistic development of students in the campus. The role of the mentor includes:

- To maintain the personal records of and personal contacts with students
- To monitor the class attendance of the ward
- To track the academic performance of the ward
- To advise upon the demeanour of students in the campus
- To guide students or refer them to the students' counsellor when it is required
- To evaluate the students once a month at a convenient time
- To submit the evaluation report to the

Principal on the monthly basis • To meet the parents if required • To report regularly to the Principal on the group • To advise on developing their communication skills, specifically, encourage them to speak in English in the campus The mentor is responsible for the academic performance and personality development of the group under his/her care. The mentor shall be a philosopher, guide, friend, counsellor and a teacher for his/her mentees. At St. Francis de Sales College, the Online Mentoring System acts as a platform where the transfer of knowledge and skills occur between teachers and students in the virtual mode. The teachers can clarify the subject related doubts to students, advise on the academic-related issues and suggest reference materials and the like. Once the modules are completed, the Online MCQ Test is conducted and their performance is assessed. This system reduces the workload of students as they have to just enter the required answers in turn, it enables the mentors to assess the kind of assistance that the students may need and help them improve their performance. Online Mentoring helps the mentors to give complete attention to every student studying under his/her mentorship. In order to achieve this, a rating system is also included using which mentors can easily evaluate and sort the performance of students and concentrate on those who need their guidance. This online mentoring system allows the mentors to dedicate more time whenever they wish and they can give more precise feedback that will help the students to deal with academic concerns and find solutions. Even when the students are not present in the campus, the teachers are accessible to solve any queries of the students online, through the POSTO APP. After the first exam, a Parent-Teachers Meeting (Sammilana) is conducted, generally, within a fortnight after the conclusion of exams. The details related to the performance and attendance of students are communicated to the parents. Students have to bring their parents without fail. The parents/guardians are encouraged to meet all the subject teachers and also the Principal if their ward's academic performance is not satisfactory. All the data pertaining to the students are confidential and it is accessible only to the mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1685	79	1 : 45

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	30	0	30	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Lt Sampath Kumar	Assistant Professor	NCC Best Institution Award
2019	Lt Sampath Kumar	Assistant Professor	Chief Minister Commendation Award
2019	Fr. Dr. Roy P K	Principal	Chanakya Award
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MFA	CFC	IV Semester	12/07/2019	18/10/2019
MSc	SM8	IV Semester	12/07/2019	23/08/2019

MA	AEL	IV Semester	15/07/2019	20/09/2019
BCA	SB7	VI Semester	13/05/2019	23/07/2019
BCom	C41	VI Semester	08/05/2019	23/07/2019
BA	A81	VI Semester	06/06/2019	24/07/2019
BBA	C26	VI Semester	14/05/2019	26/07/2019
BSc	S85	VI Semester	04/06/2019	12/07/2019
MA (Journalism)	MCJ	IV Semester	05/07/2019	08/11/2019
MCom	COM	IV Semester	12/07/2019	09/11/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution assesses the learning levels of the students after admission and organizes special programmes for advanced learners and slow learners. We have a streamlined mechanism for continuous monitoring and evaluation of the students performance. The strategies adopted to facilitate the learning process for slow learners are as follows: for every 10 students, 1-2 are usually found to be slow learners. The mentor assesses the nature of their problems and then, motivates them in a friendly way to achieve their academic goals. The remedial classes are conducted for the slow learners to clarify doubts, to re-explain certain critical topics and help the absentees improve performance, to facilitate the learning process of the students who participate in Sports, NSS activities and NCC. This practice helps the struggling learners to update their subject knowledge and helps them catch up with their peers. Appropriate counselling with additional teaching, eventually, helps the students to attend classes regularly. WhatsApp groups are created to discuss and deal with the syllabus and curriculum further and thus, the mentors can help students in understanding concepts. Slow learners who find the classroom teaching inadequate are supported by way of the clarification of their doubts, the revision of concepts and the assigning of additional assignments to strengthen their learning. The fast learners are identified through their performance in examinations, their interaction in the class room and laboratory, their fundamental knowledge, their understanding of concepts and their articulation abilities etc. The advanced learners are given special courses and encouraged to do paper presentations and research and the reference books are made available for the same. Special Eligibility Tests are conducted and the students who perform well are given monetary scholarships, certificates and awards to encourage them and make them perform better. The institution promotes independent learning that contributes to their academic and personal growth. The performances in both exams - Internal Exam and Model Exam - are considered for calculating Internal Assessment Marks (IA Marks) comprising 30/50 marks out of the total of 100/150 marks fixed by the of the Bangalore University Examination Board. The IA marks are awarded on the basis of slab system as follows: • Attendance - 0-5/0-5 marks • Assignment - 0-5/0-10 marks • 1st Internal Exam - 0-5/0-10 marks • Model Exam - 0-10/0-15 marks • Seminar - 0-5/0-10 marks The University sets question paper for 70/100 marks. Students have to score 40 marks (Minimum 25 marks in theory and 15 marks in IA)/ 60 marks (Minimum 36 marks in theory and 24 marks in IA). A student must mandatorily score minimum 25 marks in the theory exams conducted by the Bangalore University out of 70 marks in each subject to consider that the student has secured a pass in that subject. After taking admission, during the Bridge Course itself, the teachers who take various classes for the students set expectations regarding the grant of IA Marks. The different parameters and its impact on their total score are explained well to motivate the students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution adheres to the academic calendar for conducting CIE. Two months before the commencement of the academic year, a two-day academic meeting attended by the Principal, the Vice-Principal and all the HODs will be held. In that meeting, the induction programme for the freshers will be discussed. Following this meeting, a meeting with HODS will be held and the following issues will be discussed: subject allocation and the dates of 1st Internal Exams and Model Exams for both the semesters of the academic year. These examination dates will appear in the college handbook presented to all the students and the college will follow the schedule mentioned in the handbook.

The college may advance or postpone the exams only during inevitable circumstances. The institution informs the students and parents about the schedule of the Internal and External examinations in the beginning of the academic year. The students are reminded well in advance by their subject teachers about the date of exams. The teachers also inform them about the portion to be covered for each exam. The previous years' external and internal question papers are made available in the library for the purpose of students' reference. The time table is displayed on the main notice board and a circular is also issued to each class regarding the same towards the end of the semester. Immediately after the Model Exams, marks are tabulated and the IA Marks of the students are carefully prepared. The students are also consulted to find out errors of omission or commission. Thereafter, it is submitted to the HOD for his/her scrutiny and then, it is submitted to the administrative office. The latter displays the same on the main notice board of the college before the commencement of university exams. The students are free to enquire from teachers about any discrepancy in the marks awarded to them. The faculty members are expected to provide the reasons for giving the said marks. If students are not satisfied with the answer, they can report this matter to the HOD and/or the Principal. The examination and assessments are carried out in accordance with the set academic timetable. The answer scripts of internal assessments are shown to the students. These scripts are evaluated within a week of the day of the exam and the marks are communicated to the students in the classroom. Furthermore, the marks and the performance of the students are conveyed to the parents in the parents-teachers meet and via messages and emails too. The results are declared to understand the learning level of students. A Board of Examination (BOE) is constituted with faculty members from different departments and staff from the administrative office for the smooth conduct of examinations. The BOE consults the Principal to conduct exams systematically: seating arrangements, the preparation of exam time table, timings, the code of conduct to be followed by the students, the instructions for invigilators, the instructions for academic office and the like.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.sfscollege.in/pdf/poco.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
AEL	MA	English	2	2	100

SB7	BCA	Computer Applications	35	34	97
A81	BA	BA (SEP/HEP/JPE)	61	56	91
C41	BCom	Finance and Accounts/Travel and Tourism	120	97	81
C26	BBA	Finance and Human Resource Management	23	21	91
S85	BSc	BSc (MEC/PCM)	10	8	70
MCJ	MA (Journalism)	Journalism	1	1	100
SM8	MSc	Psychology	4	4	100
COM	MCom	Accounting and Taxation	35	35	100
CFC	MFA	Financial Analysis	4	4	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.sfscollege.in/pdf/SSR%202018-19%20-%20Final.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	60	Karnataka Fransalian Society	0.15	0.15
Minor Projects	90	Karnataka Fransalian Society	0.2	0.2
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Intellectual Property Rights	IP Cell	09/01/2019
Seminar on Researching Feminist Literary	PG Department of English	05/04/2019

Theories		
National Seminar on The Impact of Government Policies on Business and Industry	B.Com	23/10/2018
National Seminar on Modern Trends in Business administration and its social impact	BBA	08/04/2019
Seminar on Role of Good laboratory practices in Applied Research	B.Sc	09/04/2019
National Seminar on Modern Approaches in Science and Mathematics	B.Sc	19/09/2018
National Seminar on Intellectual Property Rights	IP Cell	03/12/2018
Conference on Research and IPR	IP Cell	23/07/2018
Seminar on Emerging Research Trends in Multiculturalism in Literature	English	08/08/2018
Seminar on Protecting Innovation Through Patents	IP Cell	21/11/2018
Workshop on Application of Big Data in Research	BCA	09/07/2018
Seminar on Emerging Trends and Challenges in the IT sector	BCA	12/07/2018
Workshop on Using SPSS for Research	M.Com	25/04/2019
National Seminar on Contemporary Issues in Global Trade	B.Com	20/09/2018
National Seminar on Changes and innovative methods in banking and accounting systems	B.Com	13/07/2018
Intercollegiate interdisciplinary symposium on the topic Challenges and Opportunities in the Changing Digital Era	M.Com	22/05/2019
International Conference on Creativity, Innovation and technology as a strategy for global	B.Com	23/01/2019

business: an interdisciplinary approach		
Symposium on Research Trends in Journalism	Humanities /Dept of BA	08/04/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Paper Presentation (Runner up)	M. Sheeba	Scott Christian College	24/10/2018	Best Paper Presentation
Chanakya Award	St. Francis de Sales College	Public Relations Conference of India (PRCI)	15/02/2019	Teaching Excellence and Contribution to Education
Third Best Presenter at Barcamp 2019 – an international level conference	Saurav Deb	BarCamp, Bangalore	02/02/2019	Third Best Presenter at Barcamp 2019 – an international level conference
Chief Ministers Commendation Award	Lt. Sampath Kumar	State Government	02/02/2019	Service to Nation
NCC Best Institution Award	Senior Wing-Girls	NCC Directorate-Karnataka and Goa	12/07/2018	Best Institution Award

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Yes	Aspire	SFS College	Natures Fresh	Food and Refreshments	05/08/2018
Yes	Aspire	Estah Society	Crop2Kitchen	Marketing of Farm Produce	08/06/2018
Yes	Aspire	SFS College	Blue Pages	Printing and Sale	14/01/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
2000	5000	10000

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	ENGLISH	1	5
National	BCA	3	6
National	COMMERCE	2	5
National	BBA	2	6
International	ENGLISH	4	4
International	BCA	3	5
International	BBA	8	6
International	COMMERCE	2	6

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ENGLISH	8
BCA	3
COMMERCE	1
HUMANITIES	2
KANNADA	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
An Enhanced Artificial Bee Colony Algorithm for Liver Cancer Analysis	Dr. K . Lokanayaki	Journal of Testing and Evolution	2018	22	St Francis de Sales College	20

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
An Enhanced Artificial Bee Colony Algorithm	Dr. K . Lokanayaki	Journal of Testing and Evolution	2018	3	20	St Francis de Sales College

for Liver
Cancer
Analysis

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	31	30	6	24
Presented papers	9	16	0	0
Resource persons	2	0	0	1

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Village Adoption	NCC	5	92
Farmathon	Estah- NGO	25	123
Social Service in Village	Narayana Nethralaya and Narayana cancer Hospital	10	87
Pulse Polio Program	Primary Health Center	4	55
Anti-Pollution Awareness Rally	SFS College	5	43
Awareness Program on 'Protection of Nature' on Environment Day 2018	NCC/Nature Club, SFS College and Government Primary School	5	52
Adopting Government School	SFS College	40	118
Social Service in Village in NSS Annual Camp	NSS	10	97
Awareness Program on Voting and ASIFA Rape Protest Rally	NSS	60	112

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Village Adoption	Appreciation Letter	Yalachavadi Gram	98

		Panchayat	
Traffic Awareness Program	Appreciation Letter	Hebbagodi Police Station	112
Social Service in Village	Appreciation for Social Service	The Head Master, Government Primary School, Doddajijjalahatti, Kanakapura Taluk	89
Social Outreach in School	Appreciation Letter	Government Higher Primary School Doddajijjalahatti Yelachavadi Cross, Kanakapura Taluk	12
Pulse Polio Program	Appreciation Letter	Primary Health Center, Bangalore	55
Social Outreach Program in Village	Appreciation Letter	Yelachavadi Village panchayat	61
Run for Farmer	Appreciation Certificate	NGO- Estah	85
Social Service at home cares for the blind, deaf and dumb students home cares for the blind, deaf and dumb students home cares for the blind, deaf and dumb students	Appreciation Letter	Assisi Home: Home cares for the blind, deaf and dumb students	43
Training the Farmer on Multi-crop Natural Farming	Appreciation Certificate	NGO- Estah	19
Literacy Awareness Programme	Appreciation Letter	Head Master Govt. Primary School Doddabejjalahatti Yalachavaadi Cluster Kanalapura Taluk Ramnagara District	97

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
UPSC Free Coaching Classes	Bangalore District Police	UPSC Free Coaching Classes	7	106
Social Service at CADABAMS Rehabilitation Centre	SFS College	Social Outreach Program	10	120

Snehadaan, Carmelaram (Sarjapura Road)	SFS College	Social Outreach	7	100
Awareness Programme	SFS College	Anti Corruption Rally	19	150
Awareness Programme on Protection of Animals	SFS College	Awareness Programme on Protection of Animals	8	125
Traffic Awareness Program	Traffic Police	Awareness	5	89
Cleaning Public Park Swachh Bharat	SFS College	Community Service	6	120
Cleanliness Drive at Bus Stops	SFS College	Community Service	10	109
Awareness Rally on Swachh hi Seva	SFS College	Awareness	12	120
Blood Donation Camp	Red Cross of India	Community Service	15	107
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student Exchange	Students	Suvidya College	21
Faculty Exchange	Students	Suvidya College	15
Student Exchange	Students	Estah	24
Research	Student	Estah	32
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship/research	Internship and research	Estah, SFS College, Electronic City	10/07/2018	25/07/2018	105
Industrial Visit	Industrial Visit	Jenifer Parking, Bangalore	27/02/2019	27/02/2019	35

Field Trip	Field Trip	Wayanad Tourism Centre, kerala	09/03/2019	11/03/2019	74
Field Trip	Field Trip	Estah Society ,SFS college	20/12/2018	25/01/2019	54
Industrial Visit	Industrial Visit	IBAB, Bangalore	21/01/2019	21/01/2019	60
On the job training	on the job training	Alpha Tech Academy	09/01/2019	11/01/2019	142
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Ramakrishna Hospitals	23/08/2019	Service Agreement for Emergancy Medical Services, Annual Health Check Up, Routine Medical Services	1600
Domino Christo Academy	25/06/2019	Conduct Skill development classes. ? Provide training with internship. ? Conduct Recruitment Drive ? Talent Acquisition ? Placement assistance to the student. ? Industrial Visits ? Competitive Exam Coaching ? NET Coaching ? UPSC exam Preparation	500
Aptech	20/02/2018	Tally, Personality Development, Aviation, English Proficiency, Hardware and Networking etc.	500
IT Champs Academy	10/01/2018	SAP Modules offered on FI CO (Finance Controlling)	210
G Mac Advisors Expert Accountant Private Ltd	28/09/2018	Skill Development on Advanced Excel, Tally-Basic Accounting-US Accounting	325

		Method, Company Creation, Ledger Creation, Opening Balance Verification, Bank Reconciliation Statement	
Estah Society	08/08/2018	C-SED Development 2. Job fairs 3. Placement services 4. Special seminars for students 5. Skill development 6. Training with Internships 7. International workshops	1050
Kahan Technologies Pvt Ltd	07/02/2019	Skill Development, Total Quality Assurance through ICT, Accreditation Management, Faculty Empowerment and Student Empowerment	1600
Alpha Tech Academy	07/01/2019	Skill Development, Training with Internship and Placement Services	1200
India Networks Private Ltd.	02/08/2019	Skill Development on Public Speaking, MS Excel English Basic Intermediate	540
Creative Electronics Computers	02/09/2019	Empower students to be entrepreneur, project developer and skill developer	630
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
290	286.34

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Video Centre	Existing
Seminar Halls	Existing

Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	18.11.02.000	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10899	971396	1075	231757	11974	1203153
Reference Books	398	246011	15	12577	413	258588
Journals	22	279645	5	47814	27	327459
Digital Database	32789	35170	41028	13570	73817	48740
e-Books	21980	26890	27964	8640	49944	35530
e-Journals	10809	7390	13064	3290	23873	10680
CD & Video	263	890	4	1640	267	2530
Library Automation	11297	50400	1090	15400	12387	65800
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Prof. Sheeba	Prose writing 1	LMS-Campus Technology	23/05/2019
Dr. Tharini	Communication Skills	LMS-Campus Technology	22/05/2019
Mr. Francis	English Grammar	LMS-Campus Technology	03/06/2019
Mrs. Vanitha	Corporate Accounting Level 1	LMS-Campus Technology	20/05/2019
Mrs. Vanitha	Corporate Accounting Level 2	LMS-Campus Technology	27/05/2019
Prof. Sheeba	English Grammar	LMS-Campus	29/05/2019

	level 1	Technology	
Prof. Shantharaju	Kannada sahithya Level 1	LMS-Campus Technology	28/05/2019
Prof. Shantharaju	Kannada sahithya Level 2	LMS-Campus Technology	20/05/2019
Mr. Senthil Kumar	Mathematics Rings Level 1	LMS-Campus Technology	24/05/2019
Mr. Senthil Kumar	Mathematics-Rings Level 22	LMS-Campus Technology	25/05/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	158	82	158	3	3	21	6	150	0
Added	65	59	65	4	4	1	1	0	0
Total	223	141	223	7	7	22	7	150	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

150 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
SFS Digital Centre	http://www.sfscollege.in/SFS_DIGITAL_CENTRE.php

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
85	80.82	45	36.8

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

STANDARD OPERATION PROCEDURE (SOP) The Institution's maintenance (end to end) has been always managed by the Principal, Vice-Principal and the Administrator.

The SFS management oversees the estate and maintenance of general infrastructure, buildings, classrooms, laboratories, hostels, cafeteria, sports facilities, utilities, lawns, etc. PHYSICAL INFRASTRUCTURE MAINTENANCE The physical infrastructure is maintained by a dedicated team of in house Plumbers, Electricians, Carpenters, mechanics as well as External Service Providers (ESP) under the supervision of the Maintenance Officer. The college has appointed a full-time Maintenance Officer to oversee the maintenance of the estate, buildings, classrooms, laboratories and other infrastructure. He is in-charge

of regular upkeep and maintenance as well as renewal of Annual Maintenance Contract for the utilities. The job profile of the Maintenance Officer includes

- Liaising between the Management and Service providers.
- Renewal of Annual Maintenance Contract
- Regular supervision and maintenance of classrooms, labs and other facilities
- Maintain campus signage
- Maintenance of electrical connections and fittings
- Regular maintenance of power back up facilities
- Waste segregation and Garbage clearance
- Upkeep of lawns and driveways
- Ensuring the optimum working condition of all properties/ equipment on the campus through annual maintenance contracts (AMC), external service providers (ESP) and internal staff
- The AMC purview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers.

MAINTENANCE OF COMPUTER HARDWARE AND SOFTWARE The institution has appointed qualified full-time system administrators to maintain Computer Labs, Network and College Websites. The institution has an annual maintenance contract in place with hardware suppliers for the maintenance of computers and their accessories and also with software vendors for regular up-gradation.

MAINTENANCE OF LAB EQUIPMENT The equipment in the departmental laboratories and the research centre is constantly upgraded and maintained by the respective Departments through Annual Maintenance Contract with respective vendors.

MAINTENANCE OF SPORTS FACILITIES The sports facilities both at the college stadium and in the college campus is maintained by a dedicated maintenance team whose job profile includes watering and rolling of the grounds, de-weeding of the grounds and maintaining the other sports equipment. The general maintenance of sports facilities is undertaken by the maintenance officer and supervised by the Principal, Vice-Principal and the Administrator.

MAINTENANCE OF LIBRARY A dedicated team of support staff is allocated for the library to keep the library premises clean and dust-free. The job profile of the support staff includes dusting off the books on a daily basis, dusting the library furniture and cleaning the carpet area. The institution has formed a library committee to oversee the general maintenance of library infrastructure, availability of books, sorting and arrangement of books in the racks and also ensure that the students are happy with library facilities and service.

MAINTENANCE OF LAWNS The institution appointed a dedicated team of gardeners and supervisory staff for maintaining the green cover of the campus. Waste segregation and vermi-compost facility have helped in generating healthy manure for the garden area and lawns on the campus.

<http://www.sfscollege.in/pdf/SOP.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Institutional Scholarship Scheme	314	616170
Financial Support from Other Sources			
a) National	Scholarship Cell (SC/ST/Backward-Government) and Non-government	321	3338638
b) International	Desalite International Student Forum	42	1815600

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft skill development	02/07/2018	1637	CAMPUS TECHNOLOGY
Remedial coaching	13/08/2018	264	RESPECTIVE DEPARTMENTS (SFS COLLEGE)
Language lab	02/07/2018	1651	CAMPUS TECHNOLOGY
Bridge courses	27/06/2018	647	RESPECTIVE DEPARTMENTS (SFS COLLEGE)
Yoga, Meditation	09/07/2018	1431	NCC and NSS UNITS (SFS COLLEGE)
Personal Counselling	10/07/2018	117	COUNSELLING CENTRE (SFS COLLEGE)
Mentoring	02/07/2018	1665	CLASS MENTORS AND LANGUAGE DEPARTMENT
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Training for CAT exam	173	0	10	0
2019	Training for Civil service exam	307	0	3	0
2019	Training for CA exam	106	0	7	0
2019	NET coaching by Race Academy	46	0	4	0
2019	Induction program on UGC NET	120	0	4	0
2019	Career guidance a stepping stone	0	348	0	60
2019	Awareness about industries	0	175	0	38
2019	Career	0	141	0	36

	counselling for manufacturing jobs				
2019	Career counselling on UPSC exams.	0	311	0	3
2019	Career counselling for banking jobs	0	309	0	29
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
12	12	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
ICICI, TITAN, FITKIDS, INFO SYS, HGS, AEGIS, (24) / 7, CONCENTRIX, AND MPHASIS	625	136	VANTAGE AGORA MARKETING PVT LTD, OMEGA HEALTH CARE, TCS, HGS...etc	151	30
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	11	B.COM	COMMERCE	ST. FRANCIS DE SALES COLLEGE	M.COM
2019	6	BA	ARTS	ST. FRANCIS DE SALES COLLEGE	M.SC (Psychology)
2019	2	BA	ARTS	ST. FRANCIS DE SALES COLLEGE	MA (Economics)
2019	3	BCA	COMPUTER SCIENCE	CHRIST UNIVERSITY	MCA
2019	3	BCA	COMPUTER	AMC	MCA

			SCIENCE	ENGINEERING COLLEGE	
2019	2	BCA	COMPUTER SCIENCE	NEW HORIZON COLLEGE	MCA
2019	2	BCOM	COMMERCE	THE OXFORD COLLEGE OF ENGINEERING	MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	4
CAT	10
Civil Services	3
Any Other	7
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Athenia	College level	264
Kotinos	College level	62
Womens football	Inter collegiate	89
Igneous	Inter-collegiate National level	224
Prathibha	College level	292
Razzmatazz	Inter-collegiate National level	273
Vihaan	College level	68
Yathra Fiesta	National level	254
NSS Day	College level	105
NCC Annual Day celebration	College level	115
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5.3 – Student Participation and Activities

5.3.1 – 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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	RAZZMATAZZ	National	0	1	16B029	SHRAVAN SINGH
2019	RAZZMATAZZ	National	0	1	17B035H	SEBIN PAULSON
2019	RAZZMATAZZ	National	0	1	17JPE009E	LUNGMILA KAPING

2018	GARDENIA 2018	International	0	1	16D010	JOHN MATHEW
2019	SPORTS- SOFT BALL	National	1	0	17T046K	SHIVAKUMAR G
2019	CULTURAL DANCE COMP ETITION	National	0	1	18C054TA	SINDHU VARSHINI NV
2019	CULTURAL FASHION SHOW	National	0	1	18PCM005K	MANOJ D
2019	CULTURAL-C HOREOGRAPH Y	National	0	2	16EC010	R VENKATESH
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college student council consists of the student representatives representing the students' community in the campus. This council plays a significant role in the governance of the college by way of sharing the students' concerns and grievances. The council is also a forum for them to demonstrate their leadership abilities. At St. Francis de Sales College, the students' council is elected every year to foster the talents of the students in our college as well as give them the opportunity to voice their concerns. The election takes place in two steps: The first step is the election at the class level where they elect the class representatives among boys and girls, sports representative and cultural representative at the class level. The applicants have to fulfil the following criterion: There should not be any suspension as well as backlog records. The applicant must have a good academic track record. A student can contest for only one post. If there are no nominations for a post, the mentors are given the authority to nominate any student whom they find fit for the post. The nominations are to be submitted to mentors. The nominations received are scrutinized by the election commission in a democratic setup. The votes are counted in front of the students and the results are declared. The second phase of the election is the election to the students' council. The announcements are duly made by the Principal and the circulars are sent inviting the nominations to the students' council. Nomination forms are to be submitted to the administrative office. After the scrutiny, the final list of the contestants is made. After a briefing by the Principal, the general assembly of all the Desalites is called for the "Meet the Candidates" programme. After this process, the students can cast their votes for the candidates of their choice. The counting of votes is done in the respective classes by the mentor with the help of the returning officers. The results from various classes are duly submitted by the returning officers to the election commission. The final counting of the votes is done in the presence of the Principal, the Vice-Principal, the contestants and the returning officers. The winners of the elections are announced by the Principal. The respective posts were conferred upon the elected candidates during the investiture ceremony. Members of the student council are as follows: Moses Joseph - Chairperson, Suresh - Vice-Chairperson, R Anusha - Secretary, Sauravdeb - Deputy Secretary, Sumanth - Sports Secretary, Keerthana - Deputy Sports Secretary, Christeena - Cultural Secretary, Anusha Rachel - Deputy Secretary. The student's council members conducted meetings regularly and discussed the problems faced by students, their requirements and the progress of the college. They actively involved in all the cultural, sports activities

and organized seminars. These members were good in academic

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

AMIZADE 2018 - 19 ALUMNI MEET The Alumni Meet is a gathering of the graduated students of an institution and the institution feels proud of meeting its successful alumni during this meet. The alumni community shares their experience in the world outside the campus after their college days. This meet serves as a platform for the college to identify its most distinguished alumni. The Alumni Association- SFS AMIZADE ASSOCIATION- held its annual meeting on 18th August 2018. It was a beautiful moment for them to relive their college days. It was a grand event that brought the alumni from different walks of life. It was a cherishable moment as the day brought back the memories of many college events and joyful moments experienced at St. Francis de Sales College. They had an opportunity to meet their beloved friends and revered teachers and renew their fellowship. A formal event by the alumni committee members was organized. During the event, the college management and alumni shared their memories. There was a review of the previous year's action plan and the goals achieved. The alumni of the college pledged their continuous support as well. They offered to support the efforts towards enhancing the library facility. They also organized Teachers' Day celebrations for the teachers as a token of their gratitude to the faculty. They also contributed fund for the growth of government schools. They also planned to contribute towards the purchase of the necessary equipment in the science lab. The Association also has pledged its support towards the contribution of furniture and library books for the evening college students. In response to the government's Swachh Bharat Abhiyan (SBA) or Clean India Mission, the alumni association donated dust bins and contributed towards this mission at both the college level and the societal level. The event was solely managed by the dynamic Alumni Association team. As a token of appreciation, the alumni association also planned to sponsor cash prizes to the outstanding students of the college who secured the first place in the respective disciplines every academic year. The prizes will be sponsored in order to appreciate their hard work and motivate the next batch students. The alumni also planned to contribute towards the placement and training session of the final year students and the plan was put forward in the formal yearly meet. The alumni meet of the year concluded with a promise to participate more actively in the college welfare activities. The college is indeed grateful to the Alumni Association for having taken the responsibility of building the college even after their term of academics in the campus.

5.4.2 – No. of enrolled Alumni:

3722

5.4.3 – Alumni contribution during the year (in Rupees) :

78000

5.4.4 – Meetings/activities organized by Alumni Association :

4

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

St. Francis de Sales College invites all the stakeholders to have a

participative approach in the functioning of the college. At the beginning of the year, the management with all its representatives meets to plan the academic year. The plans are chalked out and the proposals are taken to the next level. The Principal, Vice Principal, IQAC and Board of Studies meet at the beginning of the academic year and the proposed plans are taken up for discussion. The members decide on the course of action for the academic year. Later, meetings are called for each department and the plan of action for each year is discussed. The departmental review is considered by the BOS and the final Plan of action for the academic year is planned and executed. A calendar is prepared with the plan of action to have transparency in the functioning of the college. The management believes in the active participation of all the stakeholders. In order to decentralize the system and achieve more success, the HODs of every department is given the rights to take decision on the students development. The HODs will be framing the curriculum for the students and they are given the rights to execute it in the best way possible. As mentioned, the calendar of events are prepared and the coordinating staff of the events are completely in charge of such events. The decision-making rights are given to the HODs and the coordinators to decide upon the events and the management supports them wholeheartedly in such decisions. The Student Council which is elected every year is invited for meetings at regular intervals and their responses and recommendations are also taken into consideration. Various meetings with other stakeholders, especially with the parents, are also conducted and their input is also considered for the better functioning of the college. The management has decided to enhance the ICT developments in the college and this year, the number of classrooms with projectors has been increased based on the recommendations of various stakeholders and the college has 100 percent ICT enabled classrooms now. This initiative was taken by the management based on the suggestions and recommendations made by the IQAC. The Daily Staff Review Meet (DSRM) is one of the innovative measures of the institution. The DSRM is conducted every day and all the faculty attend the meeting where the Principal puts forth his observations of the day and every staff is given an opportunity to discuss the issues and come to an understanding of the issues. The meeting also provides a platform for the management to discuss the new developments, inform the happenings to the faculty, discuss the issues of the students, and arrive at appropriate solutions to many serious concerns quickly. DSRM ensures the active participation of the faculty in the decision-making process of the college and it also gives a sense of belonging to the faculty.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The College is affiliated to Bangalore University. The College follows the syllabus of the University. Added to it various Certificate courses and Value Added Courses are introduced as part of the curriculum for the holistic development of the students. Various seminars and guest lectures are conducted to enhance the students' skills.
Teaching and Learning	Teaching and Learning Innovative

teaching methods are adopted by the staff to mould the students into better citizens and make them industry ready. Student Centric approach is adopted for the overall development of the students. A course plan is designed and adopted for teaching in a well-planned manner. Technology driven learning by using ICT tools available in the college. Skill Development programs are conducted at regular intervals. Research and development are given importance and the staff guide the students to prepare and present papers at various colleges.

Examination and Evaluation

The Examination and evaluation are done by the Bangalore University as the college is affiliated to the university. Regular assessment tests are conducted. Assignments and seminars are given to the students to assess their proficiency. The Internal assessment is a transparent process where the students know their IA marks and on what basis it is been allotted. Regular parents-teachers meeting is conducted to update the parents of their ward's status. Remedial classes are conducted for the slow learners.

Research and Development

The research Centre aims to nurture research culture in the college by promoting research in newly emerging and challenging areas. The staff and students are encouraged to present and publish papers in reputed journals and various colleges. The college conducts seminars, Conference and National level seminars to provide an opportunity for the students to develop research activities. International level conferences are also organised for the students to experience the international atmosphere of research activities.

Library, ICT and Physical Infrastructure / Instrumentation

Every year the library purchases good number of books for the benefit of the staff as well as students. Inlibnet facility has been enabled. New Journals and newspapers are added every year. ICT has been enabled in the classrooms for the benefit of the student learning process. Internet has been enabled in library for students and staff usage. More number of computers has been added to the digital library.

Human Resource Management

The HR takes care of all the queries of

	<p>the staff and the counsellor addresses the problems of the students as well as the staff. Various cells and committees' function to take care of the smooth functioning of the college. A Staff secretary is selected at the beginning of the year to address the needs of the staff. A student council is elected every year to support students and for the better functioning of the college.</p>
Admission of Students	<p>Applications received from students are scrutinised and eligible students are called for counselling by the college. Pre- admission counselling is available for students to select their area of interest and select their courses. Admission of students is done on merit basis. The college encourages first generation learners and special attention and counselling is given to such students. Various scholarships are available for the financially weak section of the students to encourage them to continue their studies.</p>
Industry Interaction / Collaboration	<p>With the world becoming a global village, the students need to train and equip themselves to be industry ready for this competitive world. The institution aids in their development by creating a space where the industry and the institution collaborate. This interface will help the students learn from experience and gain knowledge from the experts from industry. The institution has signed MOUs with various industries and institutions to create a cross-cultural learning experience for the students.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	Campus. Technology Level 7, Far Greenheart, Manyata Tech Park, Outer ring Road, Bangalore 560045 Ph: 8067819805
Examination	Campus. Technology Level 7, Far Greenheart, Manyata Tech Park, Outer ring Road, Bangalore 560045 Ph: 8067819805
Planning and Development	Campus. Technology Level 7, Far Greenheart, Manyata Tech Park, Outer ring Road, Bangalore 560045 Ph: 8067819805
Administration	SFS College Website and App Integro

	Infotech and Consulting, S2, 2nd Floor, No. 34, Kensington Rd, Sindhi Colony, Ulsoor, Bangalore - 560042. Ph: 8050074851
Finance and Accounts	Air Pay and Campus.Technology Level 7, Far Greenheart, Manyata Tech Park, Outer ring Road, Bangalore 560045 Ph: 8067819805 Integro Infotech and Consulting, S2, 2nd Floor, No. 34, Kensington Rd, Sindhi Colony, Ulsoor, Bangalore - 560042. Ph: 8050074851

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Thanapackiam	International Skill Development	Nil	2500
2018	Mrs. Swati Pahwa	Keva Ayurveda	Nil	1500
2018	Mrs. Devichandrika S	Indian Business In The Era Of Reforms	Nil	3000
2018	Mrs. Devichandrika S	Impact Of Demonetization And GST On Indian Economy	Nil	2500
2018	Mrs. Devichandrika S	Statistical Package For Social Science Research	Nil	2500
2019	Mrs. Devichandrika S	Mobilizing Technology And Innovation For Business Sustainability	Nil	2100
2019	Mrs. Mangayarkarasi N	Mobilizing Technology And Innovation For Business Sustainability	Nil	2100
2019	Mr. Ramesh Babu	International Taxation Transfer Pricing Supportad By Gail	Nil	2450
2018	Mr. Druva Kumar K S	Customs Duty and GST	Nil	3000

2019	Mr. Druva Kumar K S	B-Talk	Nil	1750
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Soft Skills and Communication	NIL	25/06/2018	29/06/2018	59	0
2019	Self Defence Techniques	Self Defence Techniques	05/01/2019	05/01/2019	68	16
2019	Academic and Administrative Audit	NIL	15/03/2019	16/03/2019	63	0
2019	How to Write a Project and Research Paper	NIL	01/04/2019	05/04/2019	45	0
2019	Research and IPR	NIL	19/03/2019	23/03/2019	60	0
2018	NIL	Orientation on Campus Technology	11/06/2018	15/06/2018	0	20
2019	NIL	Effective Working and Workplace Difficulties	15/04/2019	19/04/2019	0	18
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Academic and Administrative Audit	63	15/03/2019	16/03/2019	2

Using Blended MOOCS in Management Education	2	11/08/2018	11/08/2018	1
Using Blended MOOCS in Management Education	1	23/02/2019	23/02/2019	1
Orientation on Business Taxation	1	19/03/2019	19/03/2019	1
Research Opportunities in Datascience	2	20/12/2018	21/12/2018	2
Soft Skills and Communication	65	25/06/2018	29/06/2018	5
Self Defence Techniques	68	05/01/2019	05/01/2019	1
How to write a Project and Research Paper	45	01/04/2019	05/04/2019	5
Research and IPR	60	19/03/2019	23/03/2019	5
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
79	79	21	21

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Medical reimbursement on deserving cases 2. Scholarships to the children of staff members, studying under the same umbrella of institutions 3. Festival bonus for staff 4. Provision of Laptop to staff on an easy monthly installment 5. Reimbursement of registration amount for attending research activities. 6. Funding for research projects. 7. Bus facility for staff</p>	<p>1. Financial support for staff whose kin has passed away 2. Interest free loans for repair and construction of houses 3. Scholarships to the children of staff, studying under the same umbrella of institutions 4. Festival bonus for staff 5. Bus facility for staff</p>	<p>1. Scholarships for Financially weak 2. Scholarships for rank holders 3. Scholarships for SC/ST 4. Endowments given on College Day for rank holders 5. Counsellor available in the College Campus 6. Support for Placement 7. Grievance addressal committee</p>

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

St. Francis de Sales College conducts Internal and External Audit every year. The administrator along with his finance team conducts the internal audit. The Internal Audit takes place in March. The institution submits all the records of the expenditure and income including invoices, vouchers, bank transfer details, salary details of the staff, policy documents, Mous, etc. for their reference. The administrator collects all the details and carries out complete scrutiny of all the documents submitted and the same is later given to a professional auditing firm to prepare the balance sheets. The External Audit is conducted by a team of CA from a professional organisation and they verify all the financial accounts of the institution. All the data needed is submitted by the Manager of the institution. They seek verification in case of any discrepancies. They then prepare the balance sheet of the institution and submit the same to the management. The management tracks all the auditing and maintains a record of the proceedings.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Karnataka Fransalian Society	7582022	Academic and Research
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6.4.3 – Total corpus fund generated

90001

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Sammilana - Parents and teachers meet after every term exam 2. Meeting on the College Day with the parents 3. Desalite Farmer Friendly Association (DFFA) - Parents collaborate in many activities. The parents and teachers meet when needed and the inputs are received from them.

6.5.3 – Development programmes for support staff (at least three)

1. Faculty Development Programs 2. Orientation on Higher Studies 3. Quality Enhancement Programs

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Scholarships for Students 2. Seed Money for Research Activities by the Faculty Members 3. ICT and Infrastructure Developments

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No

d)NBA or any other quality audit

No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Hour with Principal on College Ethics	02/07/2018	23/08/2018	24/08/2018	1500
2018	NAAC Criteria and Expectations	02/07/2018	10/09/2018	10/09/2018	48
2018	Requirements of SSR	02/07/2018	11/09/2018	11/09/2018	46
2018	Orientation on Higher Education	02/07/2018	18/09/2018	18/09/2018	560
2018	Orientation on POSTO App for staff	07/05/2018	02/07/2018	02/07/2018	51
2018	Academic and Administrative Audit	10/01/2019	06/03/2019	14/03/2019	126
2018	Orientation on POSTO App for students	07/05/2018	09/07/2018	09/07/2018	1500
2018	Orientation on difference between a lecture and text book exposition	02/07/2018	18/07/2018	18/07/2018	50
2018	Importance of IP Cell	02/07/2018	02/08/2018	02/08/2018	1200
2018	NAAC – New Developments	02/07/2018	06/08/2018	07/08/2018	50

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
PCOD awareness program	21/11/2018	21/11/2018	176	0
Session on Personal health	21/11/2018	25/03/2019	347	0

and hygiene				
Talk on Sustainable living	30/11/2018	30/11/2018	124	0
Awareness on Violence against women	15/11/2018	15/11/2018	137	18
Talk on Women achievers of 21st Century	19/10/2018	19/10/2018	98	94
Women in Science-Exhibition	21/02/2019	21/02/2019	70	110
Women's Football Fest	08/03/2019	08/03/2019	72	0
Awareness on Cancer in women	30/10/2018	30/10/2018	156	0
Domestic violence against women	19/10/2018	19/10/2018	204	0
Fitness camp	19/04/2019	19/04/2019	168	186
Work life balance for working women	06/09/2018	06/09/2018	62	15
Law and Order awareness program	11/02/2019	11/02/2019	180	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>1. Installation of Solar lights in the campus 2. Rain Water harvesting 3. Sewage Treatment Plant 4. E-Waste Collection Center 5. Plastic-Free Campus 6. More number of trees planted in the campus 7. Reuse of rainwater for watering plants and other uses 8. Installation of three different waste bins for solid waste, liquid waste, chemical waste to manage waste</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Scribes for examination	Yes	1
Braille Software/facilities	Yes	1
Rest Rooms	Yes	1
Physical facilities	Yes	1
Special skill development for differently abled students	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	17/01/2019	3	Campaign through slogans regarding pollution in Huskur	Pollution	38
2018	1	1	18/09/2018	1	Creating awareness about cleanliness and hygiene at GFCT Children home	Child care	52
2018	1	1	09/04/2019	7	Taking an initiative to clear the traffic in and around Electronic city	Traffic congestion	44
2018	1	1	27/08/2018	5	Sustainable Development to protect nature in Kammasandra	Eco friendly society	45
2018	1	1	07/07/2018	2	Senior citizen education at Iglur Anekel	Literacy	46
2019	1	1	02/02/2019	2	E waste drive at residential locality Daadys Garden area .	Ewaste disposal	52
2019	1	1	05/02/2019	1	Environment protection-Adig	Environment Protection	60

					anahalli village		
2018	1	1	01/12/2018	2	Health Camp	Health	1120
2019	1	1	22/03/2019	3	Creating awareness about various schemes for rural areas.	Social inclusiveness	50
2018	1	1	21/08/2018	1	Creating awareness about importance of English	Literacy	54
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook for Students	09/07/2018	The students who join the college are made aware of the code of conduct of the institution. Rules and regulations are given in the form of a handbook which includes all the information that students need. The code of conduct informs the students about the attendance, academic progression, examination rules and regulations, how to behave in the class and campus, what the college expects from the student, fee details, and so on.
Parent Code of conduct	11/08/2018	At SFS College, we believe that our partnerships with parents of our students contribute to the high standard of education. This Parent Code of Conduct outlines the way in which the College requires all parents and/or guardians to cooperate. This includes the various requirements to visit the College campus when expected, participating in College

activities and communicating with members of our community (including students, staff and other parents). This Parent Code of Conduct guides the parents and ensures a safe and welcoming environment for community and learning. The Code of conduct is published during the parent-teacher meet of the 1st term. The parent is also made aware of the rights and responsibilities as caretakers of the wards.

Alumni Code of conduct

26/08/2018

The Alumni Code of conduct is published during the annual alumni meet AMIZADE. The Alumni Committee of SFS college has adopted this Code of Conduct, which is applicable to the Alumni, Volunteers and Committee members, and all the team members of the organization. The Code reflects their collective commitment to not only uphold the law but to protect the organization's interests while maintaining the highest standards of ethical conduct. The success and reputation of the Alumni committee are built upon the words and actions of its members.

Faculty Code of conduct

05/07/2018

The code of conduct for the Faculty members is published on the first day of the academic year. The Code of conduct, the role of the faculty in nurturing students and their responsibilities are explained by the Principal in the first staff meeting.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Guest lecture on Are criminals born or made?	04/08/2018	04/08/2018	178
Mime competition on Problems faced by Farmers	15/03/2019	15/03/2019	42
Street play on Human rights	10/10/2018	10/10/2018	118
Importance of UPSC, and other Government exams, preparation work shop	20/08/2018	20/08/2018	289
Essay competition on National Integration brings the people together for growth and development	24/08/2018	24/08/2018	60
Quiz competition on Indian history before independence	19/03/2019	19/03/2019	122
Short story writing competition on "Ethics and human values	08/08/2018	08/08/2018	92
Street play competition by department of Psychology	11/01/2019	11/01/2019	78
Exhibition on Unity in Diversity	25/09/2018	25/09/2018	810
Society and Nature Campaign	28/07/2018	28/07/2018	56
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Nature Club of St. Francis De Sales College educated the students about the idea of advocating simple and effective ways of waste segregation and gardening on 28th September 2018 by organising a useful meeting with the resource person and expert, Ms.Vani Murthy, who is popularly called Compost Queen. Students were introduced to her videos on composting and kitchen gardening and were encouraged to take up initiatives towards composting. 2. Nature Club held an activity "Promoting Greenery" on 24th October 2018 at 8.30 am in the college premises. The activity was to introduce horticultural therapy through gardening, which is used to engage people in practical activities that produce positive mental health results. Around 120 students who belong to the Nature Club from various departments joined together and cleaned the vacant area adjacent to the auditorium and planted the saplings. 3. We at St. Francis De Sales College, being environmentally conscious, celebrated the World Water Day with a campaign to reduce the use of water and conserve it. A special lecture was given by a faculty and it was followed by chart work and activity sessions conducted by students. The theme for World Water Day 2018 was "Nature for

Water.' ' Based on the theme, our students spoke on the necessity of providing water to everyone during the sessions. 4. Nature Club conducted an activity on Nov 03, 2018, with the objective of creating a flower garden in the college premises near the open auditorium. Around 30 students along with the members of the Nature Club from various departments joined together to clean the area selected for gardening and planted plant saplings to beautify the campus. 5. SFS has taken an initiative to collect e-waste from near-by schools, educational institutions and small scale industries. The program was inaugurated by the HOD of the Department of Science, Mrs Smrutee Markhedkar. Awareness posters were put up in the campus about e-waste management. A team of 40 students visited houses in the nearby residential area to spread the awareness of the same by placing e-waste bins at various places. Later, students visited those areas and collected the e-waste.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title: ICT and Skill Development
Objectives: i. To make the process of teaching easy and interesting with the help of new aids in technology. ii. To give a new dimension to teaching and learning using technology iii. To encourage students to develop the appropriate personal skills that are essential for independent learning by way of using ICT iv. To assist students to develop their potential to their fullest by facilitating the acquisition of knowledge and focus on higher-order cognitive tasks rather than on lower-order routine tasks v. To help students with special needs to integrate themselves within school and society and make them more independent vi. To boost the confidence of the students, improve productivity, give direction through proper skill development and optimize their employability vii. To provide students an understanding of the expectations of industry viii. To bridge the skill gaps and make students industry-ready ix. To provide an opportunity for students to develop inter-disciplinary skills
The context that required the initiation of the practice: Many challenges are faced by the students to attend skill development courses as most of them go for earn and learn part-time jobs and hence, there is a need to offer needed facilities like ICT and mass audio system and conduct skill development courses.
The Practice. i. The lectures of the faculty were recorded and uploaded for students who missed and wanted to refer. ii. The E contents were uploaded for reference such as PPT, reference online links. iii. The skill development classes were conducted thrice every week in which the students login through their mobiles and the classes were conducted via the centralized audio system. iv. The courses may be accessed through POSTO Mobile App through which online courses will be attended. The attendance of the students can be monitored as well using the app. v. The projectors were installed in all the classes for this purpose. vi. The faculty were given laptops on monthly EMI basis for preparing the E content. vii. The faculty were encouraged to enrol for various MOOC and Swayam courses.
Evidence of Success: The students benefitted by gaining much-needed skills and knowledge. The technology-based classes made their learning more interesting. Obstacles faced if any and strategies adopted to overcome them: Initially, the students faced a lot of difficulties in logging into POSTO app and the internet connectivity issues were also an obstacle. Strategies adopted to overcome the obstacle. The class hours were allotted for pursuing skills development courses. These courses were pursued three days a week. Once students login online, the audio is also played. They could listen to the lecture. They answer MCQ questions and they do assignments too. The faculty conduct assessments also. II. **Title of the Practice:** Daily Staff Review Meeting (DSRM)
Objectives of the practice: To improve efficiency at all levels Aristotle says an unexamined life is not worth living. At SFS college, we meet on a daily basis to reflect, examine and evaluate our academic and administrative measures and ensure efficiency at all

levels. DSRM provides a platform for the faculty and the management to discuss various issues and share their experiences of the day. Meetings are generally arranged to solve the complex and critical problems that the institution may face. As the DSRM is attended by the faculty members who possess diverse skills and experience, they can contribute to the discussions effectively and help the institution take the right decisions at the right moment. During the meetings, the faculty members are informed about the everyday happenings of the college. This practice enhances the team spirit as well. The Practice : Every day, DSRM starts at 2.15 p.m. and ends at 2.35 p.m. The Principal and the Vice-Principal address the faculty and report on the proceedings of the day. They appreciate the faculty for their efforts towards guiding the student community. They also draw the attention of the faculty to the issues that need immediate attention. The faculty get an opportunity to share their practical difficulties, clarify their doubts and raise issues of their concern. The Principal and the Vice-Principal arrive at the needed solutions with the support of the faculty members in a cordial way. At the end of DSRM, the faculty celebrating their birthday on that day are wished and greeted by the Principal, the Vice-Principal and other members. The context that required the initiation of the practice: The management wanted to adopt transparency in decision-makings. It also wanted to sort out any issue of concern without any delay after the due consultation with the faculty. Evidence of Success: • The college proceedings have started to happen more systematically. • Considerable improvements were seen in the academic performance of students. • Issues faced by the faculty have reduced over a period of time • The break timing was found to be insufficient and it was extended from 25 to 40 minutes. • There is an improvement in the discipline among students and the need for the disciplinary committee was identified in DSRM. • The student's improvement could be seen on a daily basis as the challenges were sorted out immediately. • The faculty work is made easy as the issues are mitigated real-time. • Strategies are developed for various situations to arrest any issue that is observed.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://sfscollege.in/pdf/best_practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

St. Francis de Sales College strives to provide a centre of excellence for the holistic formation of the young to help them become catalysts of transformation in the society. This vision is translated into concrete actions by making significant contributions to the society. One such contribution is made by the Desalite Farmer Friendly Association (DFFA). It is a unique venture of engaging the student community with the farmers. The DFFA in association with the C-SED (Centre for Social Entrepreneurship Development) has come out with various initiatives in order to augment the progress and prosperity of farmers. DFFA, which has gradually grown over the years, focuses on helping the farmers by mentoring them about the various modern techniques, which will help them to take their farming to the next level. It is an established fact that the future of agricultural sector depends upon innovations and technology. Interested students from all courses are made to understand the importance of supporting this movement for farmers. This is done through awareness programs and orientation sessions. The need of the hour is to integrate technology in the field of agriculture so that farmers can improve their productivity. Many of our farmers are still using the traditional system of farming and hence, there is a need to teach them about the latest techniques of farming. Towards this end, on 24th October 2018, the DFFA along with C-SED, conducted a unique

initiative on nurturing social entrepreneurs from the rural and semi-urban background by identifying their business ideas, especially in the agricultural sector. This helped aspiring entrepreneurs to get an insight about their own strengths and weakness and to get a clear roadmap with respect to their business plans. The program also focused on the rural empowerment and upliftment of backward classes of the society. Students were introduced to the concept of Social Entrepreneurship and how they, as the youth of the country, can bring a change in the society. This also helped many students to identify the entrepreneurial abilities within them. "National Farmathon" was given a formal launch on 23rd December, 2018 at St. Francis De Sales College, Bengaluru. The distinguished speakers of the event were Mr. Narayana Reddy, Dr. Surya Kumar, Dr. Acharya, Mr. Sundar Raman and Fr. Roy, the Principal. The various speeches and the cultural performance by the students of the College lightened up the sessions. Various 'Kisan Diwas' awards were distributed for the various categories of the agricultural sector. Based on the success of the launch, the event of the National Farmathon was held on June 23-24, 2018. This event was a mega gathering of farmers from various places, along with the student community, comprising various programs. This two-day event was a platform where the consumers and farmers met each other. On the first day, besides an exhibition, a Run was organised to support and protect farmers. On the second day, a seminar was conducted for the farmers with various input sessions. Further details can be viewed @ <http://www.sfscollege.in/Farmathon19.php>

Provide the weblink of the institution

<http://www.sfscollege.in/>

8.Future Plans of Actions for Next Academic Year

Future Plans for the Next Academic Year Based on the feedback analysis and recommendations made by the IQAC team, the following actions will be taken in the next academic year: Planning to introduce new Programs for the next academic year: BSc (CJP), BA (HES), MA Economics, MSc Mathematics, PG Diploma in Psychological Counselling and PG Diploma in Human Resource Management. The Add on courses were reviewed and it was planned to introduce few more courses like Soft skill Development and Life Skill Development, Awareness Programs, Career Counselling, Competitive Exam support, Leadership Training, Technical Writing, Public Speaking, Data Interpretation, etc to enable the students to develop their overall skills and enhance their employability skills. Enhance the use of digital technology in the teaching learning process through encouraging maximum use of ICT Tools. Campus Technology, our ERP partner will support in providing more internship offers for the students. New state of the art building with world class facilities for the PG Centre is in the anvil. New developments for the library. New well equipped Auditorium and Seminar Hall will be made available for the students. Seeking approval from AICTE for MBA program and BBA Aviation Management. Encouraging the students to take NPTEL courses and providing facilities to do the same. To apply for NIRF ranking. To have a tie-up with SAAHAS and EnSYDE, NGOs to dispose e-waste. ISO certification for the institute. More seminars and conferences will be organised this academic year. An international conference will be conducted by the department of Business Administration. A national seminar will be conducted by the PG centre. Students National Seminar, Orientation Programs and activities will be conducted To encourage teachers who achieve 100 percentage results, monetary benefits will be provided. IP Cell of the college will be associated with KSCST and will organise Workshops, seminars and activities to create awareness on Patent rights and support students and staff to register their patents. More Quality Enhancement Programs will be conducted. Plans to improve admissions for the next academic year and improve the quality of the the students life through education. Placement cell will have more number of tie-ups with external agencies to provide

career counselling and placement opportunities to the students. Plans to have more activities with the support of NCC,NSS, Centre for Gandhian Studies, Ambedkar Centre, Women Empowerment Cell, Nature Club, Health Club, CSA and Red Cross Society. Increase the number of participation of students in state, national and international level cultural, sports and national festival programs .