



ST FRANCIS DE SALES COLLEGE

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

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

A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Academic Audit and Accreditation Cell

Proposed Benchmarks for Departments

Academic Year 2021 – 2022

Criteria	Activity	Number
Criteria 1	Curricular Aspects	
	Departments should develop a curriculum	Every semester
	Department Calendar to be maintained	Every semester
	Syllabus to be maintained and updated from time to time	Every semester
	PO/CO document for all semesters	Every semester
	Course Plan and Academic Journal to be maintained in LT	Every semester
	Experiential Learning (Assignment to be renamed as Experiential Learning – Which includes project work/Fieldwork/Internship)	Every subject should have Experiential Learning
	Industrial Visit/Field Project/Internship	100% Student Participation
	Certificate Course/Add on Course (Institutional)	1 each in a semester and 100% Student Participation
	Department Timetable with the workload for each faculty to be maintained	Every semester

	Internal, model, and Semester exam timetable to be maintained by each department	Every semester
	Teachers to participate as Question paper setter/BOE/BOS of the affiliating university and Design and development of Add on/certificate course	Every semester
Criteria 2	Teaching-Learning and Evaluation	
	Student sanction list and admitted list to be maintained by the department	Every semester
	Advanced learners and slow learners' activities to be conducted and reports to be maintained	Every semester
	Student Centric Learning methods to be adopted and documented in Academic Journal	Every semester
	ICT tools to be adopted for teaching methods	Every semester
	PO/CO Outcome to be recorded	Every semester
	Exam result analysis for each semester to be maintained	Every semester
	Sammilana to be conducted	Every semester
	Sammilana – Report by each class coordinator	Every semester
	Mentor-Mentee reports to be maintained	Minimum 2/Sem
Criteria 3	Research, Innovation and Extension	
	Guideship to be taken by Faculty	
	Funding to be generated for research projects	

	Innovations to be encouraged. Research should be made a priority. Activities and orientations to be organized for the same.	
	Faculty to publish research papers in UGC CARE Publication in Scopex indexed journals	Atleast 1 / Semester – Every faculty Atleast 1 / year – Department Wise
	Faculty to publish research papers as book chapters/ conference proceedings	1 / year
	Infinity Guest Lectures	Minimum 1
	Webinars and Orientations - Collaborative activities with other institutions and industries to be conducted (MOUs to be signed with institutions and industries)	1 / semester 1 / semester
	Student National Seminar	
	Research Projects to be undertaken (Staff and students) (inhouse and external)	Minimum 1/dept
	Entrepreneurship Programs	1/semester
	International Conference	As per the order
	International Webinar (Suggestion: It can be inter/multidisciplinary)	Departments can combine and conduct
	Outreach Programs	1/semester
	Extension Activity	1/semester

Criteria 4	Infrastructure and Learning Resources	
	Library resources related assignments can be suggested to students (70% attendance mandatory for Library hours for each student)	
	University and other outside resources to be used by faculty and students	
Criteria 5	Student Support	
	Skill Development Programs on soft skills, language and communication skills, Life skills, ICT/computing (This can be divided into two for each semester, The last hour of two weeks can be set for Skill Development – Each skill will be for five hours)	Minimum 4 (All four to be covered)
	Career guidance program	2/semester
	Competitive exam	2/semester
	Alumni collaborative program	2/semester
	Alumni meet batch-wise	Once in two weeks
	HODs to suggest students for scholarship	Details of the Scholarships available can be received from the Scholarship Cell
	HODs to encourage final years to participate in placement drives	Placement Cell can be contacted for placement

		drives
	Data for Placement, Higher education, and students passing in government and other exams are to be maintained in the department.	To be maintained in the mentor's file – A consolidated report to be submitted to IQAC at the end of the year
	Students' achievements – Academic, Sports, and Cultural records to be maintained	To be maintained in the mentor's file - A consolidated report to be submitted to IQAC at the end of the year
Criteria 6	Governance, Leadership and Management	
	Quality programs for students - New developments in the subjects to be conducted from time to time	1 program/semester
	Faculty to participate in Refresher Courses	Minimum 1 every year
	Faculty to participate in conference or workshop	Minimum 1 semester
	Faculty to mandatorily participate in FDPs conducted by the institution	2 / year
	Faculty to participate in one FDP outside the institution (online/offline)	1 / year

Criteria 7	Institutional Values and Social Responsibilities	
	Programs on values, rights, duties, and responsibilities for a citizen to be conducted	1 every semester for each class
	Best practices to be identified and followed	Minimum 2 practices to be followed



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Cells and Committees

Criteria/Cell/ Committee	Activity	Number
Criteria 1	Quality program on any topic from criteria 1 – Criteria In-charge (Suggestion: PO/CO)	1
Curriculum Enrichment Committee	To coordinate Institutional Certificate Course (Suggestion: The existing courses and new courses can be combined and given for both the semesters. The new courses can be based on the curriculum feedback given by students)	100% student participation
Criteria 2	Quality program on any topic from criteria 2 – Criteria In-charge (Suggestion: experiential learning)	1
Exam Cell	Orientation to staff on exams	1
	Orientation to students on exams	1
Criteria 3	Quality program on any topic from criteria 3 – Criteria In-charge (Suggestion: Extension and outreach programs)	1
Research Cell	Infinity Guest Lectures	
	Webinars (Suggestion: Collaborative activity with other institutions and industries)	Minimum 2
	Student National Seminar	
	Research Projects (Staff and students) (inhouse and external)	
	Departmental Research Activity	2/dept
Aspire and IP Cell	Entrepreneurship Programs (Suggestions: ICC members to undergo entrepreneurship programs. IP-KSCST – collaborative programs to be conducted and internships to be explored)	Minimum 1/dept
Industry Academic Cell	Webinars and Orientations (Suggestion: Collaborative activity with other institutions and industries in collaboration with Industry Academia Cell)	Minimum 1 with other institution Minimum 1 with other industries

DISHA	Outreach Programs	Minimum 1/dept
CSA	Extension Activity	Minimum 1/dept
DFFA	Outreach Programs	1
	Extension Activity	1
NCC	Outreach Programs	5
	Extension Activity	5
NSS	Outreach Programs	5
	Extension Activity	5
Criteria 4	Quality program on any topic from criteria 4 – Criteria In-charge (Suggestion: Library resources)	
Library	Orientation for freshers on library resources (Students)	
	Orientation for staff on library resources	
	Book Fair	
	Activity	1/month
	Book and note bank	
	University and other resources to be used by faculty	At least once a year
	Sister concerns can explore our library – suggested by NAAC	
	Best Library user awards – Staff and students	
ICT	Orientation program for freshers (Students)	
	Orientation program for freshers (Staff)	
	Seminars/webinars on new tools and techniques available for teaching	2
Criteria 5	Quality program on any topic from criteria 5 – Criteria In-charge (Suggestion: Skill development programs)	
DSDC	Skill Development Programs – To collaborate with Industry Academia cell and conduct programs for students along with the departments (Suggestion: Quiz/competitions will not be considered as	

	Files to be streamlined into departments and events. Certificates and Photos of students to be maintained	
Criteria 6	Quality program on any topic from criteria 6 – Criteria In-charge (Suggestion: IQAC related programs)	
FEC	FDP for staff	2
	FDP for Office staff	2
	Quality programs for staff	
	To make sure faculty participate in Refresher Courses	
IQAC	Seminar/Conference	1
	(Suggestion – Symposium with various IQAC members can be conducted)	1
AAA	Quality programs to be conducted based on the criterias	
Criteria 7	Quality program on any topic from criteria 7 – Criteria In-charge (Suggestion: Best Practices)	
DWEC	Women's Day celebration Programs on gender equality and sensitization to be conducted for staff and students	20
Nature's Club	Green Campus initiatives to be conducted Beyond the campus environmental and promotional activities to be conducted	20
Health Club	Orientations for staff and students Health camps	5
NEDA/International Student Forum	Brochure for all national festivals to be made and celebrations to be documented Inclusive environment programs to be conducted	
DCA	Programs on constitutional values, rights, duties and responsibilities of the citizens to be conducted	20
Discipline	Professional Ethics programs to be conducted	20

Committee		
Innovation and Best Practice	Best practices to be identified Institutional distinctiveness – DISHA to be worked on	
Quills Quake	Campus radio to be active and programs to be conducted	
Gandhian Study Centre	Programs on Gandhian values to be conducted	5
Ambedkar Study Centre	Programs on Ambedkarian values to be conducted	5



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