



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

IQAC Audit Schedule – ODD Semester 2021-2022

Date: 19 – 21 April 2022

| Date | Time | Program | Department |
|---------------|---------------|----------------------------|-------------------------|
| 19 April 2022 | 12.00 – 12.20 | Presentation – Board Room | Humanities |
| | 1.00 – 1.30 | Department visit for Audit | |
| 19 April 2022 | 12.30 – 12.50 | Presentation – Board Room | Science |
| | 1.35 – 2.00 | Department visit for Audit | |
| 20 April 2022 | 12.00 – 12.20 | Presentation – Board Room | Commerce |
| | 1.00 – 1.30 | Department visit for Audit | |
| 20 April 2022 | 12.30 – 12.50 | Presentation – Board Room | English |
| | 1.35 – 2.00 | Department visit for Audit | |
| 21 April 2022 | 12.00 – 12.20 | Presentation – Board Room | Computer Applications |
| | 1.00 – 1.30 | Department visit for Audit | |
| 21 April 2022 | 12.30 – 12.50 | Presentation – Board Room | Kannada |
| | 1.35 – 2.00 | Department visit for Audit | |
| 22 April 2022 | 12.00 – 12.20 | Presentation – Board Room | Business Administration |
| | 1.00 – 1.30 | Department visit for Audit | |



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Observations of the Audit Members during the IOAC Audit

Of Odd Semester 2021-22

Department of Commerce - UG

1. More participation in various bodies of University.
2. About 50% have completed Certificate Course.
3. Second and final years to take up industrial/field visit/project.
4. More faculty to register for PhD
5. No minor projects during the academic year.
6. ACME activities are confused with class activities.
7. Very less student participation in National/International events.
8. Research activity by faculty to be improved.
9. More alumni interactions required.

Files and IOAC Drive Update:

1. Many faculty are yet to update their personal profile.
2. Separate file to be maintained for each individual faculty.
3. IQAC drive updating is incomplete since many faculty are yet to update their data.
4. Folder creation in drive to be reworked as it's not as per the format given.

R. Nina
y

Co-ordinator

St. Francis De Sales College
Electronics City Post, Bangalore - 560 100.

Rayle

PRINCIPAL

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



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Observations of the Audit Members during the IOAC Audit of Odd Semester 2021-22

Department of Business Administration

1. 100% completion of Certificate Course.
2. 1 student has secured a centum.
3. Internships happened through Internshala.
4. More student-centric activities to be conducted.
5. DESMA activities to be increased.
6. TRANA – Best Practice to be continued.
7. Orientation on new NEP syllabus.
8. Encourage more placements and focus on soft skills.
9. Should work on research projects from the department.
10. Faculty should register for PhD.

File and IOAC Drive Updation:

1. Files have been very well maintained and updated.
2. IOAC Drive has all the data updated.

R. Ana
y.

Co-ordinator
Internal Quality Assessment
St. Francis De Sales College
Electronics City Post, Bangalore - 560 100.

Rayle

PRINCIPAL
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Observations of the Audit Members during the IQAC Audit

of Odd Semester 2021-22

Department of Humanities

1. To work towards students completing certificate course.
2. No field visit/project so far.
3. Good number of research publications.
4. Department members to register for PhD.
5. Placements of the department to be improved.
6. More extension activities expected from the department.
7. Quills Quake to be active.
8. Research projects to be undertaken by the department.
9. Work more on the Best Practice and to be well documented.

File and IQAC Drive update:

1. Folders to be maintained as per file numbers given.
2. Personal profile files to be separate for each faculty.
3. Files to be indexed properly.
4. Drive to be updated by every faculty.
5. Few files are missing.

R. Anna

Co-ordinator

Internal Quality Assessment Cell
St. Francis De Sales College
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Rayle

PRINCIPAL

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Observations of the Audit Members during the IOAC Audit of Odd Semester 2021-22

Department of Computer Applications

1. 75% completion of certificate course
2. To improve faculty participation in various bodies of university.
3. Centum achievers to be increased.
4. Research publications to be increased.
5. Research projects to be proposed by the department.
6. Maker's Lab to be more pro-active.
7. Student participation in other college fests to be increased.
8. Can conduct orientation on NEP syllabus.

File and IQAC Drive update:

1. Lack of clarity in what should be printed and maintained as soft copy.
2. IQAC drive to be more organized as per the file numbers.

R. M. A.

Co-ordinator

St. Francis De Sales College
Electronics City Post, Bangalore - 560 100.

Royce

PRINCIPAL

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Observations of the Audit Members during the IQAC Audit

of Odd Semester 2021-22

Department of Science

1. To work towards students completing certificate course.
2. No field visit/project so far.
3. To improve faculty research
4. Department members to register for PhD.
5. Work more on the Best Practice and to be well documented.
6. No research projects taken up by the department.
7. More students to participate in activities outside college.

File and IQAC Drive update:

1. Folders to be maintained as per file numbers given.
2. Personal profile files to be separate for each faculty.
3. Files to be indexed properly.
4. Drive to be updated by every faculty.

R. Ana

Co-ordinator
Internal Quality Assurance
St. Francis De Sales College
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Rayle

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Observations of the Audit Members during the IOAC Audit

of Odd Semester 2021-22

Department of English

1. To work towards students completing certificate course.
2. No field visit/project so far.
3. To improve faculty research
4. Department members to register for PhD.
5. Faculty can extend support towards training students for placements.
6. Language lab to be planned.
7. Work more on the Best Practice and to be well documented.

File and IQAC Drive update:

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3. Files to be indexed properly.
4. Drive to be updated by every faculty.

R. Anna
y.

Co-ordinator
Internal Quality Assessment Cell
St. Francis De Sales College
Electronics City Post, Bangalore

Rayle

PRINCIPAL
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Observations of the Audit Members during the IOAC Audit

of Odd Semester 2021-22

Department of Hindi

1. More activities from Association.
2. Nil certificate course completion.
3. Best Practices yet to be identified and followed.
4. Research publications from department to be improved.
5. Require more participants for Student National seminar from outside colleges.

File and IQAC Drive update:

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R. Nua

Co-ordinator
Internal Quality Assurance
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Observations of the Audit Members during the IQAC Audit

of Odd Semester 2021-22

Department of Kannada

1. To work towards students completing certificate course.
2. No field visit/project so far.
3. To improve faculty research.
4. Department members to register for PhD.
5. Faculty can extend support towards teaching kannada for competitive exams.
6. More literary activities to be planned.
7. Plan towards theatre club for students.
8. Work more on the Best Practice and to be well documented.

File and IQAC Drive update:

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3. Files to be indexed properly.
4. Drive to be updated by every faculty.

R. M. A.

Co-ordinator
Internal Quality
St. Francis De Sales College
Electronics City Post, Bangalore - 560 100.

R. M. A.

PRINCIPAL
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Observations of the Audit Members during the IQAC Audit

of Odd Semester 2021-22

Department of Commerce - PG

1. To work towards planning and completing certificate course.
2. No field visit so far.
3. To improve faculty research especially in view of guide ship.
4. Department members to take up research projects.
5. Placements to be focused and improved
6. Work more on the Best Practice and to be well documented.
7. Research among students to be encouraged.
8. Train for competitive exams.

File and IQAC Drive update:

1. Folders to be maintained as per file numbers given.
2. Personal profile files to be separate for each faculty.
3. Files to be indexed properly.
4. Drive to be updated by every faculty.


Co-ordinator
Internal Quality
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Observations of the Audit Members during the IQAC Audit

of Odd Semester 2021-22

Department of Psychology

1. To work towards planning and completing certificate course.
2. No field visit so far.
3. To improve faculty research especially in view of guide ship.
4. Department members to take up research projects.
5. Placements to be focused and improved
6. Work more on the Best Practice and to be well documented.
7. Research among students to be encouraged.
8. Train for competitive exams.

File and IQAC Drive update:

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Internal Quality Assurance Cell
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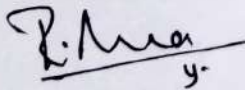
of Odd Semester 2021-22

Department of Economics - PG

1. To work towards planning and completing certificate course.
2. No field visit so far.
3. To improve faculty research especially in view of guide ship.
4. Department members to take up research projects.
5. Placements to be focused and improved
6. Work more on the Best Practice and to be well documented.
7. Research among students to be encouraged.
8. Train for competitive exams.

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Co-ordinator
Internal Quality Assessor
St. Francis De Sales College
Electronics City Post, Bengaluru



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Department of Mathematics

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2. No field visit so far.
3. To improve faculty research especially in view of guide ship.
4. Department members to take up research projects.
5. Placements to be focused and improved
6. Work more on the Best Practice and to be well documented.
7. Research among students to be encouraged.
8. Train for competitive exams.

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3.

Co-ordinator

Internal Quality Assurance Cell

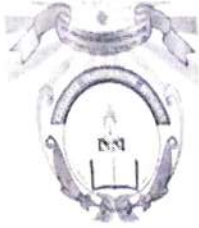
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Internal Quality Assurance Cell

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Academic Audit and Accreditation Cell

DEPARTMENT AUDIT

ODD SEMESTER – 2021-22

(October 2021 – March 2022)

Department of Business Administration

Curricular Aspects

| Sl No | INDICATORS | Supportive documents YES/NO | Comments and suggestions |
|-------|---|--------------------------------|--------------------------|
| 1 | Number of value-added certificate courses offered | | |
| 2 | Number of students who completed the course offered by the department | | |
| 3 | Total percentage of teachers in various bodies of the university | | |
| 4 | Number of experiential learning based activities by department | | |
| 5 | Project/Internship/Field visit during the semester | | |
| 6 | Number of students participated in project/internship/field visit | | |

Teaching, Learning and Evaluation

| Sl No | INDICATORS | Supportive documents YES/NO | Comments and suggestions |
|-------|--|--------------------------------|--------------------------|
| 1 | The pass percentage as given in the table for all the last three batches (odd and even semester) | | |

| | | | |
|---|---|--|--|
| 2 | Mention University ranks, if any, obtained for the batches. (Give the total number of students who appeared for the subject in the university) | | |
| 3 | Does the department provide remedial teaching? | | |
| 4 | Does the department employ any innovations in teaching and evaluation methods? | | |
| 5 | Did the department design any curricula/plan this year? | | |
| 6 | Does the department conduct student evaluation? | | |
| 7 | Does the department use any modern techniques in teaching? | | |
| 8 | How many teachers attended seminar/ workshop/ conference/ refresher courses etc. during the audit period? | | |
| 9 | Give details of faculty members, if any, who are selected as resource persons for seminar/workshop/conference/refresher courses etc. during the audit period? | | |

Research, Innovation and Extension

| Sl No | INDICATORS | Supportive documents YES/NO | Comments and suggestions |
|-------|--|--------------------------------|--------------------------|
| 1 | Does the department have publications out of the work done within the department during the current academic year? | | |
| 2 | Is the department recognized as a research department? | | |
| 3 | Has the department submitted any research proposal to the college research cell? | | |
| 4 | Did the department produce any PhD during the last two years? | | |
| 5 | Does the department have any running major research projects? | | |
| 6 | Does the department have any running minor research projects? | | |
| 7 | Did the department receive any assistance from agencies like DST, FIST, ICSSR, UGC (special schemes, other than projects and development assistance), etc. during the academic year? | | |
| 8 | Did the department submit any new proposals for projects, seminars, etc. to funding agencies during the academic year? | | |

| | | | |
|---|---|--|--|
| 2 | Mention University ranks, if any, obtained for the batches. (Give the total number of students who appeared for the subject in the university) | | |
| 3 | Does the department provide remedial teaching? | | |
| 4 | Does the department employ any innovations in teaching and evaluation methods? | | |
| 5 | Did the department design any curricula/plan this year? | | |
| 6 | Does the department conduct student evaluation? | | |
| 7 | Does the department use any modern techniques in teaching? | | |
| 8 | How many teachers attended seminar/workshop/ conference/ refresher courses etc. during the audit period? | | |
| 9 | Give details of faculty members, if any, who are selected as resource persons for seminar/workshop/conference/refresher courses etc. during the audit period? | | |

| | | | |
|----|--|--|--|
| 8 | Did the department conduct seminars/workshops/conferences/webinar etc. during the odd semester? | | |
| 9 | Did the department sign any MoU with industry or any other agency? | | |
| 10 | Does the department conduct any activity in connection with the MoUs available in the institution? | | |
| 11 | Did the department provide job-oriented training for students? | | |
| 12 | Did the department arrange placement for students? | | |
| 13 | Did the department conduct/coordinate any kind of extension activities? | | |

Extracurricular

| Sl No | INDICATORS | Supportive documents YES/NO | Comments and suggestions |
|-------|---|--------------------------------|--------------------------|
| 1 | Does the department participate in interdepartmental cultural contests? | | |
| 2 | Achievements if any, of the students who come under the department. | | |
| 3 | Association activities if any, during the academic year | | |

| | | | |
|----|--|--|--|
| 4 | Performance in the sports activities during the academic year | | |
| 5 | Are any members of the department involved in the administrative/club/committee activities of the college? | | |
| 6 | Do the teachers complete topics according to the teaching plan suggested? | | |
| 7 | Does the department conduct additional courses? | | |
| 8 | Does the department involve in maintaining the discipline on the campus? | | |
| 9 | Describe the measures taken for maintaining the cleanliness of staff rooms, classrooms, labs, etc. | | |
| 10 | Does the department maintain proper documentation of data? | | |
| 11 | Does the department conduct student counselling? | | |
| 11 | Any measures taken by the department for the personality development of students? | | |
| 12 | Describe with evidence the best practices of the department | | |

Signature of the Audit member

Date: