The Annual Quality Assurance Report (AQAR) of the IQAC

2015-16

Submitted by

ST. CLARET COLLEGE

Jalahalli, Bengaluru-13

To

NAAC

Bengaluru

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year

2015-16

1. Details of the Institution

1.1 Name of the Institution

St. Claret College

1.2 Address Line 1

MES Ring Road

Address Line 2

Jalahalli

City/Town

Bengaluru

State

Karnataka

Pin Code

560013

Institution e-mail address

claretcollege@gmail.com

Contact Nos.

080-23454755

Name of the Head of the Institution:

Rev. Dr. Sabu George

Tel. No. with STD Code:

080-23454755

Mobile:

+91-8105202584

Name of the IQAC Co-ordinator:

Dr. Harmeet Matharu

Mobile:

+91-9632085608

IQAC e-mail address:

iqacstclaretcollege@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

OR

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

EC (sc)/01/A&A/004/May 05, 2014

1.5 Website address:

www.**claretcollege**.edu.in

Web-link of the AQAR:

www.claretcollege.edu.in/AQAR/2015-16.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.41	2014	5 years
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

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

2009

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

  i. AQAR *.2014-15 submitted to NAAC on 17-12-2015.*
  ii. AQAR_____ _____ (DD/MM/YYYY)
  iii. AQAR_____ _____ (DD/MM/YYYY)
  iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State | - | Central | - | Deemed | - | Private | - |

Affiliated College   Yes | ✓ | No | - |

Constituent College   Yes | - | NO | ✓ |

Autonomous college of UGC   Yes | - | No | ✓ |

Regulatory Agency approved Institution   Yes | | No | ✓ |

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education | ✓ | Men | | Women | |

                        Urban | YES | Rural | - | Tribal | - |

Financial Status   Grant-in-aid | - | UGC 2(f) | YES | UGC 12B | NO |

                Grant-in-aid + Self Financing | - | Totally Self-financing | ✓ |

1.10 Type of Faculty/Programme

        Arts | ✓ | Science | ✓ | Commerce | ✓ |

TEI (Edu) | - | Engineering | - | Health Science | - | Management | ✓ |

1.11 Name of the Affiliating University *(for the Colleges)*   **Bangalore University**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

        Autonomy by State/Central Govt. / University | - |

University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (*Specify*)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers   06

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   02

2.4 No. of Management representatives   02

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and
        community representatives   -

2.7 No. of Employers/ Industrialists   -

2.8 No. of other External Experts   -

2.9 Total No. of members   14

2.10 No. of IQAC meetings held   01

04   02

2.11 No. of meetings with various stakeholders: No.   Faculty

Non-Teaching Staff Students | 02 | Alumni | - | Others | - |

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

If yes, mention the amount | - |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 05 | International | - | National | 01 | State | 4 | Institution Level | - |

(ii) Themes

- National conference on "Issues and Challenges of Commerce & Management " on 20th October 2015

- INIT 2016: National level student's conference and Paper Presentation Competition on 26th February, 2016.

- Inter collegiate BBM Project Presentation Competition on 22nd March, 2016

- Two days state level workshop for teachers of English on 31st March &1st April 2016.

- State level seminar on Life & works of Sh. K.P.Poorna Chandra Tejasvi in association with Karnataka Sahitya Acadamy on 26th April,2016.

2.14 Significant Activities and contributions made by IQAC

- Systematic annual plan for conducting class tests, assignments, presentations, peer teaching methods, students hand books etc
- Introduction of personality development programs
- Educating and sensitising students on environmental issues
- Educating and sensitising students on Gender Issues.
- Organising literary fests such as Hindi Divas, Kannada Day celebration, literature clubs
- Faculty development programs, 2 State Level Seminars and 1National seminar
- MOUs with industries and training institutes.
- Apart from the activities and contributions mentioned under 2.13(ii), the IQAC has also contributed to the following activities:
  a) Two days FDP on the use of ICT in classrooms on 23rd & 24th June, 2015.
  b) Bridge course for the 1st Year students in Accounting and Mathematics from 2nd - 24th July, 2015
  c) One day State Level English conference for the students of BA & MA (Optional English) on 22nd February, 2016.
  d) Certificate course in Soft Skills in association with FINEXPERT for 1st first year students during February 2016.
  e) Two days Skill Development Workshop on "Internet of Things & Smart Home" in association with Frugal Labs Tech Solutions Pvt. Ltd. 1st & 2nd August, 2015.
  f) Abhivriddhi : Inter- collegiate Hindi Book Fest in association with Vidya Mandir Hindi Book Centre on September11, 2015.

  g) Confluence: Inter collegiate IT, Commerce, Humanities, Management fest on 14-15 September, 2015.

- Book exhibition in association with Info Book Distributors during 7th & 8th October, 2015.
- Intra-collegiate literacy week in English, Hindi, Kannada and Malayalam during 18th - 22nd January, 2016
- Mayurika, Inter-Collegiate Cultural Fest, was organised on 18th February, 2016.

2.15 **Plan of Action by IQAC/Outcome**

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

Plan of Action	Achievements
To conduct National and State level Seminars	Conducted a National level conference on Issues and Challenges of Commerce and Management on 20th October,2015. Conducted two State Level Conferences (INIT 2K16 on 26th February,2016 and Claret Conference on 22nd March, 2016).
To organize an FDP before the start of the academic year	FDP was conducted on 23rd & 24th June,2015
To conduct college election to have student representatives in governance, and Thanks giving and Graduation Ceremony	Conducted college elections and the investiture ceremony was on 25th July,2015. Graduation ceremony was held on 13th April,2015
To continue personality programs and knowledge enhancement events, certificate courses, bridge course, pre-placement training for the students	Personality programs through Life Skill Development and Personality Development Programs, CA-CPT,SAP Courses for all the students established linkages with SAP, ICMA. Started "Advantage U" a professional skills program by TalentEase, a Hyderabad based company.
To create better aptitude towards current affairs	Started a club called as Current Affairs Forum where students are helped to be

	up-to-date with current affairs
Fine tuning of Literary Club, Library Club etc.	The functioning of the clubs, organised Library week, Literary week in the college, library orientation for the first year batches of the students
To conduct Parent- Teachers meeting	Organised parent-teacher meeting during each semester
To conduct Athletic Meet for PU and College students	Conduct Inter collegiate sports and athletic meet in the college on 27th & 28th February, 2016.

* Attached the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [✓]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

> IQAC report was placed in the management committee meeting and evaluated. The suggestions given by the management committee will be taken care of in the next year.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	No			
PG	No			
UG	06		06	06
PG Diploma	No			
Advanced Diploma	No			
Diploma	No			
Certificate	05		05	
Others	No			-
Total	11		11	07

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	06
Trimester	-
Annual	-

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

   Mode of feedback   :   Online [✓] Manual [✓] Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure

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

Value Added courses were introduced.

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

Department of Languages

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	14	-	-	-

2.2 No. of permanent faculty with Ph.D.

02

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10	-	--	-	-	-	-	-	10	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	04	04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	23	03
Presented papers	06	21	01
Resource Persons	-	-	-

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

The IQAC is been continuously striving to develop the research skill of the faculty members by encouraging them to attend the conferences, papers publications, conducting remedial teaching, conducting bridge courses, organising industrial visits.

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

174 Days

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

As per Bangalore University

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

00	00	01

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

2.10 Average percentage of attendance of students

| 92 |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	EVEN: 511	19.56	36	18.39	5.87	94.52
	ODD: 479	38.6	38.6	12.73	3.34	87.26
BBM	EVEN: 148	20.9	33.7	18.92	6.08	79.73
	ODD: 139	18.8	35.5	15.22	-	69.57
BA	EVEN: 61	22.9	29.5	13.11	6.56	73.77
	ODD: 23	25	38.33	20	1.67	85
BCA	EVEN: 149	43.6	39.5	2.68	-	85.90
	ODD: 151	52.9	27.15	3.97	-	83.44

 No. Of students for ODD i.e. Nov-Dec 2015 (I, III & V SEM,) & EVEN i.e. April-May 2016(II, IV, & VI SEM)) semesters

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

Each class has a mentor, who has regular contact with the students. The responsibility of the mentor is to take complete care of the mentees in their academic endeavour. At the end of the each semester, performance appraisal is done for each of the faculty based upon the 360 degree appraisal.

2.*13 Initiatives undertaken towards faculty development*

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	41
UGC – Faculty Improvement Programme	
HRD programmes	-
Orientation programmes	41
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	36
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	-	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

> The IQAC has Research Promotion Cell, with the sole objective of promoting the research attitude among the Faculty members in presenting papers and publication of research articles in Peer Reviewed journals. IQAC also organised FDP for the Faculty members at the beginning of the academic year. An orientation programme was also conducted for the faculty to use online resources such as Inflibnet, Delnet to prepare research articles.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	06	01	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	06	01

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects		-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. | 01 | Chapters in Edited Books | - |

ii) Without ISBN No. | - |

3.8 No. of University Departments receiving funds from

UGC-SAP | - | CAS | - | DST-FIST | - |

DPE | - | DBT Scheme/funds | - |

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

INSPIRE | - | CE | - | Any Other (specify) | - |

3.10 Revenue generated through consultancy | - |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	01	4	-	-
Sponsoring agencies	-	Self financing	Self financing	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons | 04 |

3.13 No. of collaborations   International | - | National | - | Any other | - |

3.14 No. of linkages created during this year | - |

3.15 Total budget for research for current year in lakhs :

From funding agency | - | From Management of University/College | Rs.3, 00,000/- |

Total | Rs.3, 00,000/- |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
    who are Ph. D. Guides

NIL

    and students registered under them

NIL

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

NIL

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

JRF   NIL   SRF   NIL   Project Fellows   NIL   Any other   NIL

3.21 No. of students Participated in NSS events:

University level   04   State level   01

National level   02   International level   -

3.22 No. of students participated in NCC events:

University level   -   State level   -

National level   -   International level   -

3.23 No. of Awards won in NSS:

University level   -   State level   -

National level   -   International level   -

3.24 No. of Awards won in NCC:

University level   -   State level   -

National level   -   International level   -

3.25 No. of Extension activities organized

University forum | 03 | College forum | 13

NCC | - | NSS | 09 | Any other | -

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

1. Visit to Summanahalli Rehabilitation Centre for Leprosy

2. Blood donation camp by NSS.

3. Campus and neighbourhood cleaning Programme

4. NSS special camp at Bangalore University

5. Rally on Swami Vivekananda Jayanti at Kanteerva Indoor Stadium

6. Organised personality development camp, University level at NSS Bhavan

7. Visit to Gandhi Museum on 2nd October, 2015

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	28329sq.mts	-		28329 sq.mts
Class rooms	1053 sq.mts			1053 sq.mts
Laboratories	495 sq.mts			495 sq.mts
Seminar Halls	709 sq.mts	-	-	709 sq.mts
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 **Computerization of administration and library:**

The library has extensive use of the ICT facility for the provision of maximum utilisation of available resources. The following are the facilities are available such as OPAC, INFLIBNET, DELNET and British Council Library; Libsoft is being used for complete library automation. Eight computers with internet connection with an internet bandwidth of 25 Mbps are provided in the library for the exclusive use of library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2168	309316	275	36,634	2443	309316
Reference Books	3324	13,77,178	413	1,62,203	3737	13,939,381
e-Books	-	-	-	-	-	-
Journals	62	89903	72	86,613	134	1,76,516
Digital Database	-	26500				
CD & Video	75	9631	02	120	77	9751
Others (specify)	-	10,000	-	10000	-	

British Library							
E- Resources: All the journals of Inflibnet & Delnet							
Inflibnet(Annual Subscription)							34,200
Delnet(Annual Subsription)							11,500
Library Software							

4.4 Technology up gradation (overall)

	Total Computers	**Computer Labs**	**Browsing Centres**	**Computer Centres**	**Office**	**Departments**	**Others**
Existing	123	60	12	24	12	06	09
Added	10	04	-	01	03	02	-
Total	133	64	12	25	15	08	09

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

All the computers in the college has internet connection and Wi-Fi facility is given in the departments so that teachers and students can have internet access. The college also has a student friendly website which provides all the information about attendance, performance in Tests, Exams etc., which can be accessed by the students and parents 24/7.

4.6 Amount spent on maintenance in lakhs:

   i) ICT   Rs.4,80,533

   ii) Campus Infrastructure and facilities   Rs.8,79,389

   iii) Equipments   Rs.9,25,266

   iv) Others   -

         Total: Rs.2,285,188

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Fresher's Day Celebration, Investiture Day celebration and election of College captains and presidents & vice presidents of clubs & associations, Library Orientation Program for New students,

5.2 Efforts made by the institution for tracking the progression

At the beginning of the each semester students are given a Hand book which provides all the information about the programs in the college, syllabus, time table for classes and class tests, faculty information, information about different clubs and association of the college, etc.. College also has a software which is used to check the students' progress both in curricular and non curricular aspects.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
968	-	-	-

(b) No. of students outside the state

85

(c) No. of international students

32

Men	No	%
	502	51.86

Women	No	%
	466	48.14

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
546	60	23	242	-	871	673	77	21	197	-	968

Demand ratio %: 95.45%   Dropout % : 4.54%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

College provides coaching classes for CA-CPT, ICWA, and other trainings from several institutes. The library has a special section for books for different type of competitive exams such UGC NET, Bank Probationary Exams, and Civil Service Exams.

No. of students beneficiaries

250

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

The Placement and Career Guidance Cell (PCGC) at St. Claret College is an effective institutional arrangement primarily aimed to train and place our final year students. The PCGC functions with facilities for PPT, written test, group discussions and interviews. It plays a key role in career counselling and guiding the students for their successful career placement. This includes advising the students on placement procedures, directing them on resume preparation, giving training in group discussions, interviews and written tests.

The PCGC also invites Soft skills trainers from the corporate sector to share their insights and enhance the skills and abilities of the students, which makes them ready to face interviews and the corporate world in the future. It conducts credit professional skills program called "Advantage U" with the help of TalentEase company.

No. of students benefitted

280

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
21	200	140	21

5.8 Details of gender sensitization programmes

The International Women's Day was celebrated at SCC on March 9, 2015.   Ms. D. Roopa, IPS, presently serving as Deputy Inspector General of Police and Joint Commissioner of Police, City Armed Reserve, Bangalore City, was the Chief Guest of the program.

There were competitions for the students prior to the International Women's Day celebration, such as Slogan Writing, Pencil Sketching, Collage and Debate held on the 2nd and 3rd of March, 2015. The theme for Slogan Writing was 'Modern Feminism'; for pencil sketching, 'The Girl Child'; for Collage, 'The Woman of Today'; and for Debate the topic was 'Do Indian Homes really encourage the Growth of Women?'.

5.9 Students Activities

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

    State/ University level | 95 | National level | 04 | International level | -

    No. of students participated in cultural events

    State/ University level | - | National level | - | International level | -

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

Sports: State/ University level | 17 | National level | - | International level | -

Cultural: State/ University level | - | National level | - | International level | -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	97	Rs.6,32,325
Financial support from government	35	Rs. 2,76,197
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | -

Exhibition: State/ University level | ✓ | National level | - | International level |

5.12   No. of social initiatives undertaken by the students   2

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision Statement:** Our Vision is to promote educational excellence, leadership and service, based on universal love in an environment characterized by respect for the individual and concern for the community, so as to effect holistic transformation in each student.
>
> **Mission Statement:** Our mission is to form intellectually competent, professionally skilled, spiritually vibrant, morally responsible, socially just and culturally sensitive global citizens through holistic Claretine education to advance a civilization of love and harmony.

6.2 Does the Institution has a management Information System

> Yes, the institution has a Management Information System which deals all the information related to student admission, segregation based upon gender, urban, non-urban, Indian, foreign students, Scholarship information, students attendance, performance in class tests, Internal exams, Result analysis, faculty profiles, student profiles. etc..

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

6.3.1 Curriculum Development

Certain value added programs have been added along with regular syllabus and curriculum of Bangalore University by the college to augment the syllabus of the university.

6.3.2 Teaching and Learning

The institution always believes in the development of teaching faculty both at academic and personal level. At the beginning of each semester, the college organised 2 days Faculty Development program for faculty development. The college also encourages the faculty members to participate in conferences, seminars, presentation and publication of papers, with financial support for the same. The faculty members are also encouraged to take up research activities and earn higher educational qualifications such as M.Phil, Ph.D, etc.

6.3.3 Examination and Evaluation

➢ Class Test (Minimum 03)

➢ Subject wise assignments (minimum 05)

> ➢ Class Internal Assessment Test (Two in a semester)

6.3.4 Research and Development

During the academic year 2015-16 a total number of 28 faculty members from all the departments participated/presented their articles at the State, National & International Conferences, seminars and workshops. The college has also been encouraging the faculty members for their research work through providing financial assistance and also OOD facility.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> Use of Information and Communication Technology is used extensively in teaching at St. Claret College. All the class rooms have been equipped with AV facility. Teachers make use of it for their classes and presentations. Library is automated and it has a wide range of collection of CDs and DVDs which are used by both the Faculty members and students.

6.3.6 Human Resource Management

> Human Resource Management at St. Claret can be considered one of its best practices. St. claret College has laid down certain policies and procedures in recruiting human resource. These policies and procedures are followed in recruitment, assessing and rewarding employees and also in training and development of employees. The institute also provides the facilities such as PF, Gratuity, Group insurance, Interest free loan, Annual picnics and refreshment, maternity leave for faculties, conveyance charges and registration fee for attending conferences & seminars, and free education for the children of employees in St. Claret Institutions,

6.3.7 Faculty and Staff recruitment

> Depending upon the requirement HR planning is done, and well qualified and experienced staff are recruited as per the requirement.

6.3.8 Industry Interaction / Collaboration

> St. Claret College has MOUs with SAP, ICAI, TalentEase, International Skill Development Corporation, Aptech Computer Education, Samvit Academy, and IINT Bangalore to conduct various programs in the college.

6.3.9 Admission of Students

> Admissions are done as per the norms. Normally seats are given to all the deserving candidates at an affordable cost.

6.4 Welfare schemes for

Teaching	06
Non- teaching	04
Students	05

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done   Yes   ✓   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	YES	Principal & IQAC
Administrative			YES	Principal & IQAC

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes   No   ✓

For PG Programmes   Yes   N   No   NA

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

NA

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

NA

6.11 Activities and support from the Alumni Association

Each department organises Alumni meet every year. The Department of Computer science (BCA) organised Alumni Meet on February 27, 2016.

An Alumni meet was organized for the entire St. Claret College alumni on April 23, 2016 which witnessed elections of the President and Secretary of St. Claret Alumni Association.

6.12 Activities and support from the Parent – Teacher Association

Every semester there are two "Parent Teacher Meetings" organised and the feedback of parents collected during the meeting.

6.13 Development programmes for support staff

Orientation and training programs are organised by the college for the support staff.

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

Whole campus has been converted into litter free zone and we use CFLs and LEDs for lighting. The college is also in talks with agencies for solar power plant for electricity. Formation of Environment club, planting of trees on the birthday celebration of principal, vice principal and faculties, and trying to recycle which ever possible are some of the other steps taken on campus.

Criterion – VII

7. Innovations and Best Practices

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

> Introduction of class test after the completion of each chapter, conducting two Internal Assessment Tests, Assignment, Online attendance monitoring system, Cash incentives for research paper publications, presentations, and publishing book, etc. are some of the innovative practices introduced in the college.

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

- National conferences, Seminars and workshops were conducted by each of the Departments.

- Five Assignments were given to the students for each subject.

- There was active involvement of Current Affair Forum for better growth and enhancement of students' knowledge in current affairs.

- Wiz-Quiz competition was conducted be Current Affairs Forum for the students of St. Claret College were in 140 teams participated.

- An Essay writing Competition was conducted by Current Affair Forum where there were about 45 participants from all the departments.

- Current Affair Forum also conducted pick and speak competition where 30 students participated from all the departments.

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

- Financial assistance for poor and backward class students.

- Introduction of Value added programs, personality development programs

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

7.4 Contribution to environmental awareness / protection

Environmental Club planted medicinal plants in the college campus on 7th September, 2015.

Environmental club also conducted Poster Presentation Competition and Collage making competition on Global Warming on 08th and 28th September, 2015.

Environmental club also organized an essay writing contest on" Top five Environmental Issues" on 05th October, 2015.

Environmental Club conducted various competitions on 12th January,2016 as a part of Green Day Celebration including events like Essay writing, Slogan writing, Collage making, Rangoli, Face painting, Caption writing, Debating and Best-Out-Of-Waste.

Environment club also organized Organic Food Stall on 15th March,2016, with an aim to raise funds for the club and to be utilized in future for the people in need.

Neighbourhood cleaning programme was organized by the club on 29th March, 2016 at Jalahalli Village, Bengaluru.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

Strengths

- Ever supportive management

- Dedicated principal, vice principal and faculty & staff

- Philanthropic orientation of the institution

- Institutional social responsibility

- Well maintained library and campus

- Result oriented IQAC

Weakness

- Self finance

Opportunities

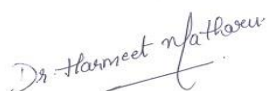- Opportunity for both horizontal and vertical development

Threats

- Location: No visibility

8. Plans of institution for next year

1. To organize faculty development program during the month of June, 2016

2. To organise a National Level Conference on the topic " Start Up India: Trends, Opportunities and Challenges" during the month of October 2016

3. To organise a Faculty Development Program during the month of January, 2016.

4. To bag university Ranks

5. To organize an International Conference on " Trends and Innovations Implying Future Technology" during the month of February,2017.

Dr. Harmeet Matharu   **Rev. Dr. Sabu George**

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexures

St. Claret College, Bangalore -13

IQAC

Detailed Calendar of Events, Academic session 2015-2016

June

22	Induction for New Faculty & Staff
23- 24	FDP for Faculty
25	Reopening for III and V Semesters
27	Farewell of Former Principal
29	Inauguration of Academic year for I Sem. Students & Magazine release "Excelsior"
30- July 01	LSDP for First year Batch

July

04	Orientation Programme on Life Crisis for CSA Students
07	Library Orientation Program
08	Workshop on "Stock Marketing" by Commerce Dept.
10	Field Trip for B.Com TT Students to Indian- International Travel Mart
10	Workshop on Stock Broking and Technical Analysis with hand on Virtual Investment Experience" by Commerce Dept. for First years.
10- 11	Airtel- Talent Hunt
16	Elections
17	Guest Lecture 'Importance of Vachana Sahitya' by Language Dept.
23	Guest Lecture 'Big Data' by BCA Dept.
25	Inauguration of Association and Oath of Office by the Cabinet
27	Fresher's Day
27	Guest Lecture on 'Internet of Things' by BCA Dept.

29 – Sept 01   DAES programme conducted by English Dept.

August

01   Visit to Sumanahalli by NSS Team

01- 02   Workshop by Dept. of Comp. Science 'Internet of Things & Smart Homes'

03   Guest Lecture 'Role of Travel Agencies in Tourism Development in India'for B.Com TT

04   Competition cum Exhibition by Literary club and the Dept. of Languages

05   Guest Lecture 'Careers & Opportunities in Entrepreneurship' for B.Com Final years

05   Guest Lecture by Dr.H.D.Sangliana -Business Ethics & Corporate Governance

05   Gust Lecture 'Literary & Art Forms' organized by Literary Club

07-08   LSDP for Second year Batch

07   "Mock Stock" by Business Club

08-09   Leadership Camp for CSA

10   Motivational Talk about voluntary blood donation

11   Ad Campaign "Relaunch of Maggi"

12   Blood Donation Camp

12   Library Day

12   Guest Lecture 'Information Security & Ethical Hacking' by BCA Dept.

13   Guest Lecture 'Harassment & Gender Discrimination' by Women's Club

14-24   I CIA Examinations

15   Independence Day Celebrations

24   ISF Log Designing

24-29   'Euphoria' Intra- Collegiate Competitions

27- 28   Inter-Collegiate Athletic Meet for PU & Degree College

September

03   Street Play by CPSH

05	Teachers Day
05	'Wiz Quiz' Preliminary Rounds
05	Essay Writing contest by Environment Club on "Top Five Environmental Issues'
08 & 28	Poster presentation & Collage competition on Global Warming by Environment Club
07	Planting of Medicinal Plants in Campus by Environment Club
09	'Wiz Quiz' an Intra – College Quiz Competition
10	Business Collage Competition by E- Cell
10	Guest Lecture "Shakespearean Tragedy"
10	World Suicide Prevention Day
11	Creative Writing competition by E- Cell
11	Talent Ease –'Head start Advantage U Programme 'concluded
11-12	Hindi Diwas
12	Field Trip for B. Com TT student's to HAL
14-22	World Tourism Day Celebrations
15	'Confluence' Inter Collegiate Department Fest
19	PTA Meeting
21	'Neighbourhood Cleaning' by SAF
22	'ACUMEN' Business Quiz competitions
23- 1 October	II CIA Examinations
24	Outreach programme by SAF

October

02	Visit to Gandhi Bhavan
03	Visit to Gandhi Museum
02- 03	'Kairos 2015'- CSA Annual Retreat
07	Guest lecture- 'Cyber Security & Human rights' for BBM Students
10	Placement 'Wildcraft'

13	Visit to 'The Times of India Press' by BBM Students
15	Vsit to 'NIMHANS Convention Centre'
17	Last working Day of College
20	One Day National Conference-'Issues & Challenges of Commerce & Management'

November

06	Commencement of Theory Examination

December

03	Closing of Theory Examination
28	Reopening of II, IV & VI Semester
31	Christmas and New-year Celebrations

January

02	Talk on Suicide Prevention
06	Collage Competitions by IT Club Dept. on topic "Networking"
06	Guest Lecture for BCA Students "Importance of Java Technology in the Current Technology World".
08	Extension Activity: Visit to Saraswathi Charitable Trust
09	An Awareness camp on Health Tourism
09-14	Athenia
11-14	Computer Literacy Drive
12	Crisis Management Session for Management Students
12	Green Day
13	Add-on Programme for III BCA Students
14	Commerce Dept.organised "COMETA" - Kite Flying Competition
14	Birthday Celebration of Our Principal
14-20	NSS Camp at NSS Bhavan for NSS Students

16	Alumni Talk for BCA Students "Business Intelligence Visualization Tools"
16	Guest Lecture "Hindi Bhasha Sahitya Aur Yuva Peedi" for Hindi Students
18-22	Literary Week
19	Career Guidance Program
21	Industrial Visit for BBA Students to Bangalore Diary
23	ATHENIA - Sport Day
23	CSA of SCC organized a visit to Thritwa Ashram
23-26	Educational Tour to Hyderabad, organized by B. Com TT Dept.
26	Republic Day Celebrations
27	Guest Lecture "Dasa Sahitya Review" for Kannada Students
28	Swatch Bharath Rally organized by Social Action Forum
29	Eye Check-up Camp organized by Social Action Forum

February

05	Visit by BCA Students to Software Technology Park
06	Recipro & Ethnic Fest
09	Orientation Programme on NCC
8-13	I CIA Examinations
16	Inter-collegiate Basketball/Throw ball/TT/Chess Competitions
18	Mayurika- Inter-collegiate Cultural Fest
20	Guest Lecture on Business Journalism
23	Industrial Visit to Cocoa Cola Plant organized by B. Com Dept.
23	Encounter with Dr. Benny Prasad
25	Competitions for Students by E- Cell
26	Students Conference (Department of Computer Science)- INT 2K16
29- March 05	Shalom Fest- CSA Fest

March

01   RBI Visit by Students of Dept. of Commerce

02   International Students Visit to Summanhalli Rehabilitation Centre

05-08   B.A Dept. organized tour to Ooty and Coonoor

08   International women's Day

08   Add on Programe on Softe Skills for Management Students

10   Deccan Herald organised workshop for Additional and Optional English Students

12   Parents Meet

15   Organic Food Camp by Environmental Club and SAF

16   Dept. of B.Com: Guest Lecture on Advanced Corporate Accounting

17   Guest lecture by Dept. of Management 'Importance of Research and its Relevance to Business'.

19   Industrial Visit to Infosys by Dept. of Computer Science

19   International Students Forum Organized Trip to Mysore

22   Intercollegiate Paper Presentations by Management Dept.

22   Claret Conference (English Dept.)

23   One Day workshop on Career Opportunities in airlines

31- 07 April   II CIA Examinations

April

09   Thanksgiving Day, Valedictory of Clubs and Associations

13   Graduation Day

23   Alumni Meet

St. Claret College, Bangalore- 13

IQAC

Coordinators of Clubs, Centres', Cells and Associations and Class Mentors - 2015-16

Staff Coordinator: Ms. Shashikalamma

Exam Cell   Mr. Chinmaya (CoE, Internal Exams & Dy. S. BU Exams),
                                      Ms. Seema Joseph (Dy. BU Exams) , Ms. Angela,&
                                                        Mr. Vijo Jose

IT Club: Ms. Menaka&Ms. Somanjoli

Business Club: Mr. Vijo Jose, Ms. Nayana, &Mr. Suraj

E-Cell   Ms. Rashmi B.H.& Ms. Bhavya

E-Store   Mr. Anand&Ms. Chaitra

Tourism Club: Ms. Neepa&Ms. Bhavya

Management Club: Ms. SandhyaRakesh& Mr. Raghavendra

Literary Club: Ms. Jayalakshmi S, Mr. Leonard,&Ms. Shashikalamma

Humanities Club: Ms. Maria T. &Ms. Anju Michael

Cultural & Arts Club: Ms. Angela &Ms. Chaitra

CSA: Ms. Seema Joseph & Ms. Anju Michael

Choir: Ms. Cassandra & Ms. Jayalakshmi S.

Sports Club: Mr. Muniraju, Mr. Chinmaya, Ms. Neeta & Mr. Prakash

Environment Club: Mr. Bhanuprakash& Ms. Menaka

Grievance Redressal&

Anti-ragging Cell: Mr. E.V. John (coordinator), Ms. Menaka, Mr. Mohan Kumar,
                                      Ms. Rashmi B.H., &Mr. Madesh

Women's Empowerment Club &

Cell for Prevention of Sexual

Harassment: Dr. Rashmi, Ms. Rashmi B.H.,& Ms. Neepa

Discipline Committee:	Mr. Madesh, Dr. Rashmi, Ms. Jayalakshmi R., Mr. Allan Fernandez, Mr. Muniraju, Ms. Jayalakshmi S., &Mr. Safeer Pasha.
Social Action Forum:	Ms. Nayana, Mr. Prakash, &Mr. Bhanuprakash
NSS:	Mr. Madesh&Ms. Nayana
Student Council Mentors:	Ms. SandhyaRakesh& Ms. Maria D'souza
Alumni Coordinators:	Ms. Jayalakshmi R. & Ms. Neeta
The Claretine& Web Updating:	Ms. Somanjoli, Ms. Maria T., & Ms. Anju Michael
International Students' Forum:	Ms. Neeta & Ms. Somanjoli
Claret Centre for Professional Studies: Mr. Zameer Pasha	
Claret Centre for Skills Development: Mr. Augustus, Mr. Safeer Pasha, & Mr. WaseemAkram	
IQAC Coordinator:	Mr. Safeer Pasha
Research Promotion Cell:	Mr. Mohan Kumar, Mr. Anand, Ms. Reema, & Mr. Bhanuprakash
Excelsior- College Annual editors:	Ms. Reema (Chief Editor), Ms. Maria T., Dr. Rashmi, & Ms. Shashikalamma
LSDP Coordinators:	Ms. Cassandra & Mr. Augustus
Library Committee:	Ms. Chaitra (coordinator), Mr. Leonard, Ms.Jayalakshmi R., &Ms. SandhyaRakesh
College Promotion Committee:	Mr. Prakash (coordinator), Mr. Anand, Mr. Vasu, Mr. Allan Fernandez, Mr. Chinmaya, & Mr. Augustus
Management Journal:	Ms. Maria D' Souza & Ms. Cassandra R.
Current Affairs Forum:	Mr. Vijo& Mr. Raghavendra
Volunteers Committee:	Mr. Muniraju, Ms. Angela, & Mr. Vasu
Additional Accounting Classes	Ms. Seema Joseph & Mr. Mohan Kumar
Add on courses:	
DBF:	Maria D'Souza & Mr. Suraj
DAES & Language Lab:	Mr. Allan Fernandez & Mr. WasimAkram
Soft Skills:	Mr. Zameer Pasha & Ms. Reema

SAP: Mr. Zameer Pasha

St. Claret College, Bangalore- 13

IQAC

Class Mentors for 2015-16

B. Com

III Year- A   :   Mr. Anand

III Year- B   :   Mr. Mohan Kumar

III Year- C   :   Mr. Vasu

II Year- A   :   Mr. Sura

II Year- B   :   Mr. Bhanu Prakash

II Year- C   :   Ms. Nayana

I Year- A   :   Mr. Vijo Jose

I Year- B   :   Mr. Safeer Pasha

I Year- C   :   Mr. Rashmi

II Year T & T: Ms. Bhavya

I Year T & T :   Ms. NeepaPremodh

BBA

III Year   :   Ms. Neetha

II Year   :   Ms. Sandhya

I Year   :   Mr. Zameer Pasha

BCA

III Year   :   Ms. Menaka C.

II Year   :   Mr. Chinmaya

I Year   :   Ms. Somanjoli

BA

III Year   :   Ms. Angela Jean

II Year   :   Mr. Allan

I Year   :   Ms. Maria Rajan