Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**ST. CLARET COLLEGE**
Name of the head of the Institution	**Rev. Dr. Sabu George**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**08023454755**
Mobile no.	**8277247242**
Registered Email	**principal@claretcollege.edu.in**
Alternate Email	**iqac@claretcollege.edu.in**
Address	**Sharadamba Nagar, MES Ring Road, Jalahalli**
City/Town	**Bangalore**
State/UT	**Karnataka**
Pincode	**560013**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Ms. Andrea Vincent**
Phone no/Alternate Phone no.	**08023454755**
Mobile no.	**9482747480**
Registered Email	**iqac@claretcollege.edu.in**
Alternate Email	**iqacdoc@claretcollege.edu.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.claretcollege.edu.in/pdf/2017-2018.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.claretcollege.edu.in/pdf/Calendar2018-2019.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.41**	**2014**	**05-May-2014**	**04-May-2019**

6. Date of Establishment of IQAC

10-Jul-2009

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
Orientation of new	**13-Jul-2018**	**15**

faculty	2	
Student Conferences	25-Apr-2019 1	312
Student Conferences	11-Apr-2019 1	141
Student Conferences	28-Sep-2018 1	141
Library Orientation Programme	01-Aug-2018 2	636
FDP on IPR	07-Jan-2019 1	49
FDP On Guidelines for Preparation of Major and Minor Research Projects	12-Dec-2018 1	56
National Conferences Role of Entrepreneurship and Digitalisation stressed	13-Nov-2018 1	170
Inauguration of Post Graduate (PG) Programmes	01-Sep-2018 1	28
Student Conferences	31-Aug-2018 1	312
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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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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 :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

1. 08 add on programs offered for various stream 2. FDP On Guidelines for Preparation of Major and Minor Research Projects 3. Awareness on IPR On Intellectual Property Rights 4. Adopted five villages under UBA flagship program, MHRD

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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
Faculty Study Circle	The objective of faculty study circles was to keep faculty abreast with the usage of ICT and ICT tools in teaching learning activity.
Student and Parent orientation program	The objective of student and parent orientation was to orient parents and induct the students into the curriculum and culture of the institution, to create awareness about facilities such as library, scholarship, add on program, etc., and to provide them with various choices with respect to diverse clubs and extra-curricular activities and to inform about the mission, vision, and core values of the institution.
Internal academic and administrative audit	The outcome of Internal Audit included Assurance of Quality in Education, timely updating and Maintenance of NAAC accreditation related data and Checks and Balances for ethical practices.
Celebrating Commemorative days	The College celebrated the national festivals, birth anniversaries and memorials of great leaders like Mahatma Gandhi, Sardar Vallabhbhai Patel, Dr. Bhimrao Ambedkar, Sarvepalli Radhakrishnan, Siyali Ramamrita Ranganathan and APJ Abdul Kalam. Other program such as National Science Day, Teachers Day, Kannada Rajyotsav, National Integration Day also were organized.
Faculty Orientation Program	The objectives of the faculty orientation program for the newly inducted faculty were to help them integrate the mission, vision and core values of the institution. They were informed about the standard procedures and documentation formats for various

	activities. Session on 'Formation of CO (Course Outcome) statements and CO attainment calculations,' was also conducted by Office of IQAC.
Unnat Bharat Abhiyan Village adoption	Five villages were adopted by St. Claret College such as Dasanapua, Hellegowdanahalli, Byregowdanahalli, Sondekoppa and Lekennahalli. The objective was to create a virtuous cycle between society and an inclusive academic system by providing knowledge and practices for emerging professions and to upgrade the capabilities of both the public and the private sectors in responding to the development needs of rural India
View File	

14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**06-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Orell Honeycomb Campus Management Software automates a reengineered campus management suite of system processes that improve business workflows within the campus, reduce training times, increase speed and accuracy, and reduce costs. Honeycomb simplifies administrative management, academic management, and financial management of a college. By leveraging webbased technologies, Honeycomb lets users access their information anytime and anywhere using a Web browser. It costs less to maintain and support, is easy to learn, and is convenient to operate. It connects students, faculty, parents, data, and systems across the campus to improve service and reduce**

costs. Honeycomb automatically identifies roles and relationships so students, faculty, and alumni see the content and information specific to their needs, when they need it and sensitive data is protected to prevent inappropriate access. This integrated solution automates a robust, proven, and fully reengineered suite of workflows that introduce industrystandard business processes into the campus which in turn improves administrative efficiency delivers operational excellence and reduces the requirement for physical resources, manual operations, errors, and delays. Effective student record systems use computer technology to maintain longitudinal information concerning individual students served within an education system. Student records are usually viewed as work produced for the education paperwork. A second profit, notably with machinedriven systems, its efficiency in process and exchanging student records among colleges. When student records are further into an overall management data system that includes data on staff, materials, and budgeting for faculty or school district, a lot of management activities are often accomplished and potency is improved. One of the main areas of expertise should be in maintaining an electronic record of the student database. An electronic roll book will take very little time in entering the data and at the same time updating it when compared to a traditional one. The benefit of having an electronic roll book is that the student grading could be done by the teachers easily. From admission to graduation and beyond, Honeycomb leverages new generation, webbased technologies, to seamlessly integrate, streamline and manage in a secure, stable, and scalable technical environment, the various touchpoints and events that make up the relationship a student has with the educational institution. It provides online test platforms to students. Learning materials and assignments shared with students can be uploaded here so students can access those from anywhere. It provides students better engagement with personalized learning

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

The institution prioritizes the teaching-learning process as the most important function it performs. SCC understands that comprehensive planning is the first step towards successful implementation of curriculum: Being affiliated with Bangalore University, the college prepares an academic calendar every year. It includes all major events planned for the year and is uploaded on the website for the benefit of all stakeholders. Each department prepares a plan in line with the institution's calendar. It looks at various student-centric events like guest lectures, club activities, and industry visits, etc. Distribution of courses amongst faculty and workload in accordance with a timetable is completed and announced before the start of the academic semester. A course plan is prepared by all faculty, and the plan includes course objectives, teaching methodology, intended learning outcomes, and time frame. This is explained to students on the first working day of the academic year and displayed in Google classrooms. In case of a knowledge gap in the curriculum, departments initiate add-on programs to bridge it. SCC believes in Outcome Based Education and hence PO, PSO, and CO are mapped to help students achieve their goals. Plan Implementation A bridge course is conducted for first-year students to ease their entry into the degree environment. Thereafter, regular discussions and tests are conducted to gauge their performance. The college has partnered with Orell Software Solutions Pvt. Ltd to use 'Honeycomb', a campus management software where faculty upload class records, attendance, and examination results onto the college portal. This maintains transparency in the process. Day-wise, subject-wise, and an overall cumulative average of attendance for individual subjects are accessible to students, parents, and teachers at any point in time. Parents receive automatic intimation when a student is marked absent. Parents of students with attendance shortages are sent timely alerts. These students are mentored by faculty. The first internal exam is conducted for half the syllabus and students are identified as per their abilities. Marks are displayed on the notice board and on Orell software. Grievances are handled by the HoD and can be taken to the Principal/Vice-Principal. A preparatory exam as per the university exam pattern is conducted before the final exams to help students acquaint themselves with the exam system. After each internal exam, remedial classes are given to slow learners and those who are interested. Advanced learners are chosen to lead peer teaching. Departments arrange regular training on soft skills & professional skills & Intra and inter-collegiate fests, conferences, and seminars where students are encouraged to organize and participate. They also take part in events conducted by other colleges. Students and faculty have access to a well-stocked library and various online resources like Inflibnet and Delnet which provide a strong resource base.

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
Theatre Certificate	Nil	01/08/2018	Nil	Employability Skill	Skill Development

Course					
Technical Training for Basic Desktop Engineer	Nil	25/07/2018	Nil	Focus on Employability	Skill Development
The Automation Testing tools Selenium and QTP	Nil	01/09/2018	Nil	Focus on Employability	Skill Development
Stock and Commodity Market	Nil	01/02/2019	Nil	Focus on Employability / Entrepreneurship	Skill Development
Aviation	Nil	26/07/2018	Nil	Focus on Employability	Skill Development
Soft Skills	Nil	05/03/2019	Nil	Focus on Employability	Skill Development
SAP FI	Nil	20/03/2019	Nil	Focus on Employability	Skill Development
SPSS and AMOS	Nil	18/03/2019	Nil	Focus on Employability	Skill Development
Nil	Diploma in advanced excel	06/09/2018	Nil	Focus on Employability	Skill Development
Nil	Bharatanatyam	05/11/2018	Nil	Employability Skill	Skill Development

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
MSW	Social Work	07/07/2014
MCom	Commerce	07/07/2014
BCom	Commerece	01/07/2014
BCA	Computer Application	01/07/2014
BBA	Business Administration	01/07/2014
BA	Humanities	01/07/2014
BSc	Sciences	01/07/2014

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

	Certificate	Diploma Course
Number of Students	804	145

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
IATA	06/10/2018	6
Open-source Technology PHP with MYSQL	03/02/2019	15
Data Analytics	01/05/2018	40
Tally ERP 9 with ACE	10/10/2018	17
Life Skill Development Program	30/03/2019	603
Professional Skill Development Program	26/06/2018	603
Diploma in Advanced English Speaking	16/08/2018	26
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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
MCom	Commerce	22
BCom	Commerce	321
BCom	Travel Tourism(TT)	43
BBA	Business Administration	150
BSc	Science	137
BA	Humanities	55
MSW	Social Work	6
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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
SCC has a well-organized feedback system to monitor and evaluate the quality of teaching, learning, and overall development of the institute. Curriculum feedback is obtained online through a well-structured questionnaire from students, teachers, employers, alumni, and parents annually. The feedback is

collected and analyzed statistically, and the data is compiled at the institutional level. Awareness is created among the stakeholders regarding the feedback. The institute appeals to all stakeholders to share their opinions about the college as regards curriculum, infrastructure, events, short-term courses, etc. This is followed by analyses of the feedback received. After analyzing the feedback, a report is prepared. On the basis of their suggestions, to enrich the curriculum delivery, various certificate and add-on courses, guest lectures, seminars, workshops, and many events are conducted to enhance the learning experience and performance of the students. Students are also taken for Field /Industrial visits to bridge the gap between academia and industry. It is compiled and communicated to the BOS members and syllabus revision committee members of the University by mail or during meetings. Feedback from parents is collected every year during the Parents Teachers meetings and also online. Data collected is analyzed and compiled at the institute level and the suggestions are deliberated upon. Alumni feedback is also collected they facilitate industry interaction and arrange for visits and guest lectures by industry experts. Interactions with eminent alumni members are arranged on a regular basis. Feedback from the industry regarding curriculum is taken from the companies that visit the institution for placement and their suggestions are considered for future planning. Thus, feedback provides an opportunity to students and other stakeholders to actively participate in the improvement of programs of study. It thereby improves the quality of students learning experiences and gives the Institution a 360-degree assessment to improve the curriculum planning and delivery as per the expectations of the stakeholders.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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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	1433	57	51	5	2

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	Numberof smart classrooms	E-resources and techniques used
56	56	18	33	Nill	2
View File of ICT Tools and resources					

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

It has been noticed both formally and informally that a large percentage of students of the institution are first-generation college-goers with the consequence that supplement support structures are required. Moreover, the problems encountered by first-generation college-goers are unique and peculiar they are in need of strong motivation, assistance in improving focus and concentration to better their academic performance and engagement with social issues. Being at a vulnerable age, there is a risk of them falling prey to unhealthy habits. Thus, Student Mentoring System is established in the institution. Each class is assigned, two mentors. Mentors at SCC are truly persons of genuine concern, excellent clarity of purpose, and steady commitment to the students and to the institution. The mentor tries to understand the student's need to succeed, recognizes the student's problems, assures the student of a bright future, facilitates him/her to short-list possible options, expands his/her consciousness to the perspectives of a wider world, and guides him/her to a path of development. Mentoring is, therefore, 'learner-centred' and not 'curriculum-oriented.' As regards the methodology, the first thing that the institution takes care of is, "mentoring the mentors". The institution has put in place effective strategies to prepare the mentors: • Young mentors are given guidance and resource materials by their HODs as well as their faculty mentors. The HODs explain the mentoring system to the new faculty. In addition to the training, Peer Group meetings and Peer Reviews are conducted from time to time, where they could review their experiences with other mentors. • An induction is given to the young faculty at the beginning of the academic year at which clear guidelines are given. • The Principal clearly draws the profile of an effective mentor, emphasizing such personal qualities as maturity, self-confidence, emotional stability and positive outlook. The following are the methods deployed by the mentors to ensure that the learners gain all they can for their individual growth from the institution: • Mentors explain the vision and mission of the institution, procedures and policies, and why certain values are upheld. Mentors help the learner "see the big picture." • They remain in constant touch with the students, meetings them as a group and counsel them on matters of academic performance, career, health and behaviour. • They also keep in touch with the parents/guardians of the students. They meet the parents/guardians on formal occasions like the parent-teacher meet every semester. • They also invite parents to the college when an interaction or briefing for a student is felt necessary. • The mentor maintains a well-designed Mentor's Manual which provides ready information with regard to several vital information like the academic progress from the entry-level the details of the student's participation in sports, cultural, literary, extension activities the attendance records, the details of the student's interaction with the mentor and the parents etc. • In the case of students who require it, the mentor recommends counselling sessions with the institutional counsellor.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1490	56	1:27

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
56	56	Nill	15	11

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	Ms. Manasa Gowda	Assistant Professor	UNESCO Fellowship
2018	Rev. Fr. Vineeth George	Vice Principal	Rashtriya Gaurav Award
2018	Mr. Prakash Chandra Behera	Assistant Professor	Award of Excellence

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
BCom	C-42	VI/2018-2019	21/06/2019	23/07/2019
BCom	C-41	VI/2018-2019	21/06/2019	23/07/2019
BBA	C-26	VI/2018-2019	10/06/2019	26/07/2019
BCA	SB-7	VI/2018-2019	21/06/2019	23/07/2019
BA (Journalism)	A-81	VI/2018-2019	21/06/2019	25/07/2019
MCom	COM	IV/2018-2019	08/07/2019	09/11/2019

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

St. Claret College, which is affiliated to Bangalore University, follows the assessment parameters set by the University, wherein students' evaluation is divided into two assessment levels Internal Assessment for 30 marks, set at the institution level, and Semester End Exam, conducted by the university, and set for 70 Marks. Internal Assessment is divided into four components: I CIA- 10 marks, Preparatory- 10 marks, Attendance- 5 marks, and Assignments- 5 marks. A continuous internal evaluation of the students performance is assessed through CIA tests, assignments, and attendance. Students are given five assignments per subject. To improve their presentation skills, students make two presentations as a part of their assignment. To ensure the use of e-resources, one assignment is designed to persuade students to look into the e-resources in the library as well as to encourage the use of academic databases like INFLIBNET. Teachers have the liberty to choose the medium of submission of the remaining assignments either in writing, in blue books, or via the Google Classroom portal. In addition, Freedom is given to the teacher to either conduct the class test in class, as either written or as performance or through Google Classroom. The institution included Co-Curricular / Extracurricular activities within the CIE scheme. Major club activities account for 35 marks and minor activities for 15 marks. Students are evaluated on the basis of their involvement, participation, organization and achievement. An hour is allotted every week in the time table for the conduction of these activities.

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

Prior to the beginning of every academic year, the institution conducts its first Staff Council Meeting of the year. In this meeting, the schedule of the calendar of events are discussed and a tentative date is set for each event. The calendar of events includes Student election and selection, Collegiate and departmental fests, Extra-curricular and Co-curricular activities, CIA and preparatory exam, List of Holidays, Orientation for parents and students and etc. The institution is affiliated to Bangalore University, the calendar of events of the university is referred to while deciding the date of reopening, the date of closing, and preparing the examination schedules. The Examination Cell is responsible for deciding the dates of CIA tests and Preparatory exams, collecting and making copies of question papers, preparing a list of

invigilators and classroom allotment for the test. The cell is in charge of informing the faculty of the internal exam schedule through a circular, which will then be displayed on the college notice board. Detailed guidelines are sent to classroom invigilators, to prepare them for invigilation before CIA and Preparatory Examinations. In adherence to University guidelines, the course plan is prepared at the beginning of the academic year, all faculty plan, and ensure the completion of the syllabus well before the examination. Question papers are submitted to the Exam Cell at least one week in advance. In the case of more than one faculty member offering the same course, a common exam paper is set to ensure uniformity. Special arrangements are taken care of for physically handicapped and visually challenged candidates. The cell is also in charge of overseeing the process of submission of marks of every test within a week of the test/exam and uploading of the same to the college portal.
timetable,

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)

https://www.claretcollege.edu.in/pdf/OBE.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
SB-7	BCA	Computer Application	54	52	96.29
C-26	BBA	Business Administration	51	36	70.58
C-42	BCom	Vocational	33	23	69.69
C-41	BCom	Commerce	155	141	90.96
A-81	BA (Journalism)	Humanities	24	22	91.66
COM	BA (Journalism)	Commerce	24	24	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)

https://www.claretcollege.edu.in/pdf/StudentSurvey2018-19.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
Total	0	NILL	0	0

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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
HR Talk in association with ACM-W	Department of Computer Sciences	05/04/2019
ICT Academy Youth Talk	Department of Computer Sciences	08/03/2019
Establishment of ACM-W Student Chapter	Department of Computer Sciences	01/03/2019
Skill Training Hands on Workshop on Network Security	Department of Computer Sciences	16/02/2019
Faculty Development Programme on IPR	IQAC	07/01/2019
Cloud Literacy Day	Department of Computer Sciences	16/10/2018
Industrial Visit to Dairy Day Ice Creams Pvt. Ltd, Bangalore	Department of Management	28/09/2018
ICT Academy Bridge 2018-Fostering India for Industry 4.0	IQAC	26/09/2018
Inauguration of the Student Branch of IEEE	Department of Computer Sciences	25/09/2018
Industrial Visit to Bangalore Press Club	Department of Humanities	31/08/2018
Industry visit Unibic Pvt Ltd, Bangalore	Department of Management	11/08/2018
Skill Development Workshop on Web Technology	Department of Computer Sciences	10/08/2018
A Session on Importance of Take Stock Research	Department of Commerce	30/07/2018
Climate Crisis in Association with ICT Academy	Department of Computer Sciences	30/06/2018
Industrial Visit to TVS motors, Bangalore	Department of Management	09/04/2018
IPR for spurring Innovation and Creativity	Department of Commerce	06/04/2018

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
Nil	Nill	Nill	Nill	Nill
No file uploaded.				

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
Nil	Nill	Nill	Nill	Nill	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Nill	Nill

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	Humanities	7	Nill
National	Commerce	14	Nill
National	Commerce(TT)	5	Nill
National	PG Commerce	3	Nill
National	Sciences	12	Nill
National	Management	7	Nill
National	Library Sc.	3	Nill
International	Commerce	1	Nill
International	Sciences	1	Nill

[View File](#)

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
PG Commerce	1
Commerce(TT)	2
Commerce	2
Humanities	1
Language	5
Sciences	4

[View File](#)

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
Nil	Nill	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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
Nil	Nill	Nill	Nill	Nill	Nill	Nill

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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	2	13	2	56
Presented papers	2	7	Nill	Nill

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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
No Data Entered/Not Applicable !!!			

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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
Orientation about job opportunities for differently ability	Appreciation Letter	National Career Service Centre for Differently Abled	3
Street play on the issue of Empowerment	Appreciation Letter	Karnataka State Commission for Women	199
Traffic Awareness	Appreciation Letter	Karnataka State Police	12
Blood Donation Camp	Appreciation Letter	Indian Red Cross Society	168
Awareness program on eye care	Appreciation Letter	Narayana Nethralaya	99
National Pulse Polio Programme (NSS)	Certificate of Appreciation	Government of Karnataka Health and Family Welfare Department	22
National Health Survey (NSS)	Appreciation Letter	Urban Health Centre	48

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 activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				

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
Nil	**Nil**	**Nil**	**Nill**
No file uploaded.			

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
No Data Entered/Not Applicable !!!					

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
Association of Women Entrepreneurs of Karnataka	**02/05/2019**	**Entrepreneurship Awareness, EDP- Guest Lecture**	**144**
Udhaym Learning Foundation	**21/05/2019**	**Inauguration of Udhayam Siksha Program Incubation and Innovation Cell**	**32**
Swamy Vivekananda Yoga Anusndhana Samsthanan	**26/04/2019**	**FDP on Spirituality and organizational Commitment**	**60**
Connaissance Software and Services Pvt Ltd	**06/03/2019**	**SAP training**	**114**
Aptech	**03/02/2019**	**Open-source technology PHP with database connectivity knowledge using**	**15**

		MySql	
Mark Education Academy, T Dasarahalli, Bengaluru	10/10/2018	Advanced Excel Training Programme	135
JetKing	25/07/2018	Technical Training on Basic Desktop Engineer	71
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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
5856464	5856464

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
View File	

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
Library Automation Software	Partially	Libsoft 9.8	2018

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

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
Nil	Nill	Nill	Nill
No file uploaded.			

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	179	63	153	0	0	11	0	153	5

Added	22	12	50	0	0	0	0	50	10
Total	201	75	203	0	0	11	0	203	15

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

203 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
Recording facility - Conference Hall	https://www.claretcollege.edu.in/iqac-2
Handy cam with tripod – Seminar hall/Recording room	https://www.claretcollege.edu.in/iqac-2
DSLR camera	https://www.claretcollege.edu.in/iqac-2

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 incurredon maintenance of physical facilites
27166804	27166804	1835983	1835983

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)

Managing Committee takes direct initiative in the maintenance and upkeep of infrastructure and support facilities. The Manager, Financial Administrator, and Office Manager monitor the quality of maintenance of infrastructure and equipment. The financial Administrator monitors the overall maintenance of the infrastructure. The Chief Security Officer and the security guards ensure the security of the campus and the people within. The institution avails the AMC facility offered by service providers for the maintenance of computers and ICT equipment. This measure ensures that consistent and appropriate attention is paid to the equipment, thus preventing untimely breakdowns or malfunctions. Replacements are given top priority, and immediate action is taken to assure interrupted functioning. A qualified electronics and computer technician is available on call on campus. Electricians and plumbers are also available on call for immediate assistance. Electrical equipment is provided suitable backup to ensure its steady functioning and to safeguard against voltage fluctuations. In case of disruption to power supply, the UPS with 10KVA and 15KVA have been installed at three locations in the building. Alternatively, a diesel generator with a capacity of 100KVA functions as a substitute source of power. Class Room: The administrator oversees the maintenance of the classrooms. The classrooms are rented for Government Exams as per request. Most of the departments maintain Department Libraries with a good number of books for students' perusal, which they can borrow upon request. An issue register is maintained by the department to account for the number of books that have been borrowed by the students. Computers: College has a System Administrator to oversee the maintenance of Computer Systems. The use of Computer Labs is scheduled as per time-table. In case of system repairs beyond the scope of the System Administrator, external agencies are called for as per AMCs' agreement with the suppliers. Access to the internet is provided in the lab even after

the working hours of the college. Procedures involving preventive maintenance and breakdown maintenance are strictly observed to ensure the maximum availability of the systems in the lab. Installation of antivirus ensures that the software and system are adequately secured. Periodic maintenance is done through regular cleaning of the lab spaces, software updates, and antivirus updates. Periodically, the lab stock is physically verified for accountability as well. Sports amenities: Director of Physical Education is in charge of sports amenities. A room is reserved to keep Sports utilities. Further, time is allotted to students to use the Gymnasium, which is adequately furnished with the latest fitness equipment. Regular maintenance of the indoor and outdoor Courts guarantee that they are maintained to the highest standards for sports activities. Language Lab Students avail Language Lab facilities on a priority basis, under the guidance of their respective teachers. Library: Maintenance and utilization of library resources are done strictly by following the library rules. Library resources include both print and e-resources. Students can avail themselves of computer facilities upon request. The college has adequate support staff (8) to see that the campus is clean and green

https://www.claretcollege.edu.in/

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	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill

View File

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
No Data Entered/Not Applicable !!!			

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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 passedin the comp. exam	Number of studentsp placed
2019	Employability Interview Skills Training Programme	Nill	214	Nill	Nill

2019	Professional skill development Programme	Nill	1110	Nill	141
2019	Placement Orientation Programme	Nill	572	Nill	Nill
2019	NET coaching class for first and second year M.Com Student.	14	Nill	1	Nill

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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
Nill	Nill	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

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	1
SET	1
Any Other	29
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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

No Data Entered/Not Applicable !!!
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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
No Data Entered/Not Applicable !!!						
[View File](#)						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council was instituted with the aim of having student representation in academic and administrative activities. The council is invested with the responsibility of organizing various events and functions in the college during an academic year. This practice is based on the premise that students' participation is vital to rigorous intellectual exchange. The steering body of the student council is the Core Council, comprising of the College Captains, Cultural and Sports Captains. The other members of the student council are representatives of various clubs associations and representatives of all the classes who are elected by students. While college captains (1 Boy and 1 Girl) are elected by the students through a democratic process, other representatives of the core council are usually nominated by faculty coordinators and Principal. An Investiture ceremony is organized in the initial month of every academic year to appoint and invest the elected captains and representatives with due responsibilities. With an aim to polish their leadership skills, a Leadership Training Programme is organized in association with ICT Academy every year. The Council is responsible for organizing National festivals, College festivals, Social functions, and even some internal functions like farewells. They are entrusted with maintaining discipline and decorum within the college. The council members take an active part in Library Orientation Program. They regularly voice suggestions raised by their peers on the working of the cafeteria, college sanitation, and student behavior. Student Representation on Academic and Administrative Bodies: Organizing Events Functions: Student Council members are part of committees for planning and organization of Orientation Day, National Festivals, Teacher's Day, and other events that cut across departments like intra-collegiate fest, Euphoria, and inter-collegiate fest, Mayurika, etc. Students take initiatives in organizing Blood Donation Camps and the Swatch Claret program. These provide the opportunity to exhibit their leadership, innovation, and organizing skills. Clubs and Associations: Students are active members of clubs and associations like NSS, NCC, Women's Club among others. There are two student representatives for each club. Participation helps them gain invaluable leadership, social and personal skills. Assists IQAC: IQAC takes necessary initiatives to improve the overall quality of education. Selected students act as representatives in the cell. Their suggestions help set quality benchmarks for academic and administrative activities. Class Committee: A class committee comprises two-class mentors, class representatives, and club representatives from the class. The committee has the overall goal of improving the teaching-learning process. Anti-Ragging Cell: Student representatives are actively participating in Anti Ragging Cell which is formed to address the grievance of the students in case of report of such incidents. Placement Cell: The institution has an active Placement Cell wherein student representatives take initiatives to organize placements, contact, and source companies. Library Committee: Student members

not only suggest a shortage of curricular books but also give valuable inputs for enabling facilities

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

St. Claret College has the Alumni Association. Since its inception, the association has continued to grow in terms of alumni involvement as well as its activities. The events and activities are planned during the Alumni Association Annual Plan well in advance and the proposal for the annual activities and tentative dates are decided during the meeting. Efforts are continually made to strengthen Alumni Relations through continuous engagement. Homecoming: The Annual Alumni Day has alumni actively taking part in cultural events and sports events. Each year, the Core Council members of one academic year take up the responsibility of organizing Homecoming. Alumni Elections: The Annual Alumni Meet is also the day for alumni elections, where the elections are held for the post of President and Secretary for Alumni Association and the results are announced on the same day. Executive Council Members: The association consists of 12 members from various departments who would make up the Executive Council. This is to ensure wider participation and initiatives from the Alumni Association in the upcoming years. Extension activities: The Alumni Association conducts outreach programs. They visit orphanages or old age homes interact with the inhabitants of the place and provide lunch and other necessary items that the establishment might require. Alumni Scholarship: The association has instituted the Overall Excellence award to commend a first-year student's overall performance and Kreedaratna award, to laud students excelling in sports. Alumni Non- Financial contribution: The alumni help in organizing and judging events like Euphoria, Recipro and Mayurika, conducted by Culture Club, and Athenia, and other events related to Sports club. Alumni as Resource Person: Alumni of various departments are invited to interact with students both on a departmental basis and with the college as a whole. Alumni Feedback System: The comments given by alumni on the existing curriculum are recorded and analyzed for curriculum enrichment. The departments of the college tabulate the curriculum feedback every year and present a chart depicting the response of students towards the existing curriculum.

5.4.2 – No. of enrolled Alumni:

505

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

17000

5.4.4 – Meetings/activities organized by Alumni Association :

SCC alumni association arranged an outreach visit to old age home on 26 January 2019. Life skill development sessions were conducted for various I and II year batches across various streams from 30/04/2019. 17 alumni joined as resource persons for the LSDP session. The objective of the session was to strengthen the involvement of alumni in institutional activities and to provide a platform for networking opportunities. Different topics such as leadership and teamwork, connection and sharing, Anger Management, Social Responsibility were shared by Alumni. The fifth alumni reunion meet "Homecoming" happened on 13/04/2019. The various department conducted different alumni talk throughout the year. Several alumni meetings were held on 24/07/2018, 28/07/2018, 19/01/2019, 31/01/2019, and 21/03/2019. The agenda of the meetings was how to strengthen the alumni association at the institutional level and also how the alumni association can support different activities on placement, industry-academia collaboration

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)

Decentralization: SCC has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards a decentralized governance system. The Management delegates all the academic and operational decisions based on policy to the Staff Council headed by the principal in order to fulfill the vision and mission of the institute. Staff Council formulates common working procedures and entrusts the implementation with the faculty members. The Staff Council comprises of representatives from the management, teaching staff, administrative staff, Heads of the Departments, Placement coordinator, Physical Education Director, Counsellor, and IQAC Coordinator. It reviews the activities of the college and makes recommendations for improvement. Views of all concerned stakeholders are taken into consideration before arriving at any decision. Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are given authority to conduct industrial tours and to have to tie up with industry experts and are appointed as coordinators and conveners for organizing seminars/workshops/conferences/FDPs. There are other committees and associations such as the Examination committee headed by Controller of Examination to handle CIA, Preparatory End Semester University examination activities, Research Promotion Cell to promote academic and research activities at student level as well as faculty level, NSS Coordinator to continue the social engagement and development through NSS activities, Training Placement and Career Guidance cell to help students on Training and Placement activities towards the corporate need, Entrepreneurship Development Cell to inculcate ED activities, Cultural and sports club coordinators for Planning, execution and supervision of cultural and sports activities, Internal Complaint Committee to address Student grievances and Library Committee for Management of learning resources. Participatory Management: The college follows the principle of Participatory Management. The defining, allotting, and communicating of responsibilities happen concomitantly in the meetings conducted at various levels as listed below: • Interaction with parents: The teachers interact with parents in Orientation Programs and follow up with parents of defaulters in attendance and discipline-related matters. • Students' Council interaction with the Principal and teachers: The students' council serves as a good interface between college authority and students. • Inputs from Alumni at department level: Help SCC plan activities for the students such as alumni talk, Internships, and placement. • Interaction with diverse external agencies: Faculty members participating in various activities like seminars, guest lecture,s etc., share their experiences/ ideas to continuously bring about improvement in our functioning.

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
Examination and Evaluation	Examinations are scheduled as per the

	prescribed institution calendar of events and planned well in advance to ensure smooth conduct of exams. The evaluation scheme is communicated to the students in the handbook. Orientation sessions are conducted for new teachers and students wherein they are guided about the rules and regulations of the examination and details of supervision duty. The departments hold regular meetings to ensure that the teachers take regular class tests, assignments, presentations, etc. Record of syllabi covered every month is maintained by each department. Continuous Internal Assessment is recorded on Bengaluru University Portal. Special efforts are taken to provide writers and medical facilities to Persons with Disability.
Teaching and Learning	The teaching-learning process is enhanced by innovative teaching methods that include panel discussions, group discussions, case studies related to the subject, audio/visual systems for effective instructions, internship, guided seminars, mentoring programs, book reviews, and workshops. The measures for the slow learners are remedial classes, bridge courses, peer teaching, mentoring, and counseling. The initiatives for advanced learners are peer teaching, advanced topic seminars, paper presentation, outreach classes, creating relevant software and applications, industry visits, and centers of learning. The college conducts the Continuous Internal Assessment through tests, projects, assignments, and attendance.
Curriculum Development	During the year, SCC conducted 11 Value Added courses and 08 Certificate courses for self-development and professional skill enhancement of students. Departments conduct seminars, workshops, symposium, guest lectures, alumni talk and industrial visits for curriculum enrichment and enhancement. They undertake regular training in soft skills professional skills. Cross-cutting issues relevant to Gender, Environment, Human Values, and Professional Ethics have been effectively integrated into the curriculum. The structured online feedback is collected through 'Honeycomb' by Orell Software Solutions

		Pvt. Ltd from all the stakeholders on the curriculum for improvement and further necessary action.
	Research and Development	The college has a Research Promotion Cell (RPC) for the purpose of promoting research activities. In order to encourage the faculty in research activities, RPC provides seed fund, monetary assistance for participating in seminars, workshops and conferences. College has given importance to extension activities and social outreach programs such as Swachh Bharat Abhiyan, AIDS Awareness, Gender Issues and so on for the holistic development of the student community.
	Library, ICT and Physical Infrastructure / Instrumentation	Substantial infrastructure for sports (Football, Cricket, Basketball, Badminton, Throw Ball, Volleyball and Tennis) and fitness (Gym) activities are provided for students and staff's holistic development. It provides inter-library loaning of books and caters to the intellectual needs of staff and students through British Library and Bangalore University. The college has strategized to provide required facilities for differently-abled students. Greenery at the campus has been ensured. 50 of power consumption is generated from alternative (Solar) energy. There is a diesel generator as a substitute source of power.
	Human Resource Management	The institution has recruited an adequate number of faculty members, non-teaching staff, and ministerial staff members as per the guidelines mandated by the apex bodies. To promote the academic growth of the teachers, the college motivates and actively supports their Ph.D. studies, publication of books, articles. The college follows an Open Door Policy for sorting matters by discussion and consensus. Teachers are relieved on a priority basis for Orientation Courses, Refresher Courses, Short Term Courses, Workshops for academic development and career advancement, and paper Presentations at conferences and Seminars.
	Industry Interaction / Collaboration	'Memoranda of Understanding (MoU) are made by various departments with industries for professional development of the students and staff members through collaborative work. Scientists, entrepreneurs, and industry experts are

	frequently invited under various associations by the Institution. Students from various departments took up internships. The Placement Committee of College provides students with exposure to resume writing, soft skill training, and employment opportunities. Companies are invited to conduct interviews, offer internships and hold talks and discussions.
Admission of Students	The admission process is very transparent and is purely merit-based. The cut-off entry marks of various courses are displayed on the college website. Each application is processed and verified. Meritorious students and Women students, sports quota students are given relaxation. The college strictly follows the reservation policies of the Government of India for admissions.

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

E-governace area	Details
Planning and Development	Regular academic and administrative activities of the college are carried out by using ICT tools. The college has adequate IT infrastructure. The management is informed of all the activities of the college through emails as well as the WhatsApp groups. All the activities scheduled are promptly displayed on the institutions website through a web calendar and e-notice board.
Administration	For the establishment of Management Information Systems (MIS), the college has opted for Honeycomb which has been highly beneficial for both academic and administrative purposes. Online registration by students during admissions has helped us create an accessible student database. Student data is maintained on a digital platform. Each student can view their academic data throughout the year. Student attendance is monitored through the data and reports are generated. Service record of teaching and non-teaching staff is maintained.
Finance and Accounts	In order to maintain transparency, all the payments made or received are done online or through cheques. In order to meet the daily expenses, a petty cash facility is available with certain financial freedom delegated to

	the Principal. The college is using Tally ERP 9.0 for maintaining the books of accounts and Payroll software for salary dispersal. The statutory dues are paid online in a timely manner.
Student Admission and Support	Students can easily access information regarding Rules and Regulations, Facilities for students, Support services, Placement activities as well as old question papers on the institutions website. Students can access library OPAC through the institution's website.
Examination	E-Governance in the area of Examination is implemented in the forms such as updating of Internal Assessment marks on Bengaluru University Portal and updating of Practical and Project Marks on Bengaluru University Portal. Internal assessment of the students is available on the website. Computerized result analysis is used to generate reports which help teachers to plan remedial and additional coaching of students to reduce the failures, continuous monitoring of the attendance and performance and progress of the students using student cards.

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
		No Data Entered/Not Applicable !!!		
		View File		

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)
		No Data Entered/Not Applicable !!!				
		View File				

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	Number of teachers who attended	From Date	To date	Duration

development programme				

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
24	32	17	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? Free Education is offered to wards of teaching staff of St. Claret group of institutions, under the scheme of 'Nurture', Claret's Financial Support Programme. ? Increment is offered to faculty members of the institutions for Ph.D., NET and achieving other higher qualifications. ? Interest free loans are provided to faculty of the institution. ? Soft loans are provided for laptops, which the faculty members can avail. Membership fees is covered by the institution. ? Teachers who publish research work in reputed journals are considered for financial incentives, provided the paper is published in Scopus or UGC approved journals. ? Financial assistance is provided to faculty members who wish to pursue higher studies. This scheme aims at encouraging faculty members to pursue independent doctoral research/M.Phil./Post-Doctoral Studies to enrich their academic specializations and in turn enhance the quality of education of the college. ? Faculty members participating in	? Free Education is offered to wards of non-teaching staff of St. Claret group of institutions, under the scheme of 'Nurture', Claret's Financial Support Programme. ? Interest free loans are provided to staff members of the institution. ? Christmas gifts are provided every year. ? Marriage gifts in terms of monetary gift is provided by the institution. ? Staff picnic is periodically held to unwind and foster better inter-personal connections. ? Extraordinary leave is provided to staff members on grounds of medical ailments or to pursue advance studies, if the faculty has completed a minimum of 3 years continuous and permanent service.	? The college provides laptops and WiFi to the students so that they are able to incorporate the use of technology while learning. ? Remedial classes, career counselling, and spoken English classes are organized from time to time. ? The college provides photocopying facility at subsidized rates. ? Freeship, Financial Aid Scholarship, Merit Scholarship, SC/ST Scholarship and Sports Scholarship are given to meritorious and needy students. ? Book Bank facility is provided by Institution library for financially weaker section along with Backward category. ? A counsellor is available for counselling student's personal and academic related problems. ? Blood Donation Camp, Eye check-up camps are organized for students.

Conferences/FDP are eligible for reimbursement of fee, covering travelling expenses and Registration fee. ? Maternity benefits with full pay is granted to permanent faculty members for a period of up to three months. Paternity leave with full pay is granted to permanent faculty for up to seven days. ? All the full-time faculty members are covered under Employ's Provident Fund immediately after the confirmation of the job and from the very first salary as per the prevailing government norms.

6.4 – Financial Management and Resource Mobilization

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

INTERNAL CHECK: The institution has an internal check mechanism, in addition to its external audits. The Office Manager carries out this ongoing continuous process performing a thorough check and verification of all vouchers, supporting documents, records and books, cash transactions, and check payments. The verification of financial aspects of the events conducted in and by the college is also undertaken by him. The mechanism of Internal audit within the institution are as follows: Evaluation of Internal control system. Verifications of student fee registers. Authorization of fees concessions, controls, policies. Examining the statutory payments to different bodies like EPF, ESI, TDS, Income Tax Periodical interdepartmental stock checking reports. EXTERNAL AUDIT: The external audit is carried out in an elaborate manner on a yearly basis by PHILLIPOS Co, CHARTERED ACCOUNTANTS, FIRM REG. NO. 002650 S. The accounts of the institution are audited regularly by both Internal and statutory auditors. As of now, no objections have risen. Minor errors or omissions and commissions pointed by the audit team are immediately rectified and corrected. Precautionary steps are also taken to avoid references of such errors in the future. Mechanism of External Audit includes: Examining the procedures and policies and regulations Vouching for the receipts by JV, payments, PO, etc. Verifying the salary payment, TDS, Income Tax, EPF, ESI, Professional Tax, Gratuity, etc Examining the property titles, approvals, fee payments to regulation bodies Evaluating fee receipts

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
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

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	St. Joseph College, Moolamattom	Yes	IQAC
Administrative	Yes	St. Joseph College, Moolamattom	Yes	IQAC

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

The institution does not have a formally registered Parent Teacher Association. The college ensures a healthy interaction with the parents. 1. At the onset of the academic year, parents of first-year students attend the Orientation Programme. 2. After each semester CIA examination, the institution conducts parent-teacher meetings through respective departments to discuss the academic performances and other matters. 3. Parents give suggestions and feedback on the curriculum offered by the institution.

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

Communication skill program Session on Benefits of YOGA Session on Benefits of Meditation

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

Outcome-Based Education (OBE) Outcome-based education is an approach to education in which decisions about the curriculum and instruction are driven by the learning outcomes that the students should display at the end of a program or a course. St. Claret College has adopted the Revised Blooms Taxonomy as the methodology to assess Outcome Based Education – POs, PSOs, and COs. The institution ensures the attainment of outcomes (COs and POs) by the students in the course of three years. The attainment evaluation system followed by the institution ensures error-free calculation of attainment of outcomes and conveyed to all the stakeholders at regular intervals. Effective Feedback System St. Claret College has a specific feedback system related to curriculum and institution. The process analyses the gaps of knowledge and skills connected with institution and curriculum design. Based on the feedback, the institution takes necessary actions. Institutional changes like infrastructure, environment, and administrative systems are transformed according to the received suggestions. The curriculum is designed by Bangalore University and the institution implements various courses to fill the knowledge gap. Add-on courses, value-added courses, certificate courses, internships, and several industry-academia collaborations are some of the methods used to fill the knowledge gap. Augmenting Collaborations with Industry and Academia Linkages and MoUs are a part of the active learning process in an academic environment. St. Claret College has linkages and MoUs with various organizations and industries depending upon the need. It helps for the mutual development of both parties. There are certain linkages that are renewed every year and there are certain linkages that have a duration of three years. There are various activities conducted as part of the collaborations and it is a part of the teaching-learning process also. Faculty members also do collaborative works with various agencies and experts from relevant fields. St. Claret College is committed to establishing collaborations with the local industries, Government,

and Academia. In this direction, MoUs and linkages are established with the organizations for student internships, industrial visits, workshops, vocational training, etc. This makes classroom teaching more interesting and industry-relevant and practical oriented. Collaborations are a quintessential part of education at SCC and they aim to provide abundant opportunities to students to explore and experience various nuances of education.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	**Yes**
b)Participation in NIRF	**Yes**
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
**No Data Entered/Not Applicable !!!**				
[View File](#)				

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
National level Seminar on Women sensation by DR Bendre	21/05/2019	21/05/2019	50	Nill
Workshop on theme " Let me be a Woman"	16/04/2019	16/04/2019	340	Nill
A Multi -disciplinary Approach to Culture & Gender Roles	11/04/2019	11/04/2019	128	Nill
HR Talk in association with ACM-W	05/04/2019	05/04/2019	99	Nill
Cancer awareness program for girls	15/03/2019	15/03/2019	297	Nill
Street Play on "Women empowerment"	13/02/2019	13/02/2019	8	Nill
Street play on	24/01/2019	24/01/2019	8	Nill

International Girl Child day				
Guest Lecture on "Woman Rights"	25/10/2018	25/10/2018	340	Nill
Awarness program on "Breast and Cervical Cancer"	03/10/2018	03/10/2018	756	Nill
Session on" Respecting opposite gender"	10/08/2018	10/08/2018	340	Nill
Mime performance on the theme "Mother"	24/07/2018	24/07/2018	8	Nill

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
92.8

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	Yes	3
Ramp/Rails	Yes	3
Braille Software/facilities	Yes	2
Scribes for examination	Yes	2

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
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
St. Claret College staff handbook	01/06/2018	Staff Handbook of St. Claret College provides information on Motto, Vision and Mission Statement of the institution, Core Values,

		Quality Policy Statement, etc. The most important aspects that an employer expects from employee are adhering to discipline, maintaining codes and conduct and get accustomed with work culture and the handbook provides all this information. SCC handbook incorporates method of recruitment, period of probation, process of appointing of faculty members, promotion to higher grade, termination and resignation, time bound increment and retirement, in-service training, assistant towards research and development, evaluation and appraisal process.
Student handbook	01/07/2018	Student handbook of St. Claret College, contains vision and mission statement, core values and objectives of institution. This handbook further includes rules and regulations related to attendance, absenteeism and admission procedure and expect its students to adhere to the same. SCC provides student support in terms of Student Council, Club, Associations, Centres, Cells, Forums, Facilities, Diploma and Add-on Programs and the handbook records each one of those. Two integral parts of students' academic life are rules and regulations and curriculum. It also encompasses Regulations for Prevention, Control of Ragging, Code of Ethics to check Malpractices and Plagiarism in Research.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants

| Human Values and Professional Ethics Course | 22/04/2019 | 26/04/2019 | 37 |

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Solid Waste, Liquid Waste, and E-waste management systems are in place which properly disposes of different wastes generated in the institution. A rainwater harvesting plant is implemented on the campus. Institute encourages staff and students to use bicycles for local transportation. Institute has Installed a rooftop solar power plant. Green audit and Energy audit were done on the campus. The institution is declared a Plastic Free campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice: NURTURE: Claret's Financial Support Programme Objectives of the Practice: The College has always taken its vision and mission into consideration while initiating any action. Hence, for fulfilling the academic needs of the people in the locality, college is striving to reach out to the poor in society. Accordingly, the following goals have been kept in mind while introducing various schemes to benefit the student community: • Scholarships based on Merit, Sports, and SC/ST criteria, are awarded to students to lessen their financial difficulties. • Scholarships help students in need to access quality higher education • Financial aid helps to decrease the quantity of loans students need to take to pursue higher education • Merit-based Scholarships motivate students to work hard and achieve good results. • Bursaries help the staff serve for a longer duration in the institution and get a quality education for their children. • To teach students the precepts of philanthropy. The Context: The college is situated in a locality comprising of people from economically weaker sections. The neighborhood children aspire for a good education at affordable fees. The college has made efforts to financially support the low-income families to help educate their wards. Thus, various scholarship schemes have been introduced in the college. The Practice: St Claret College has achieved phenomenal growth on account of the best practices introduced by the Management based on their experience and observation of practical hazards faced by the student community while pursuing higher education. Prominent among them is, "Nurture", College's Financial Support Programme. Title of the practice: RECIPRO – A Festival of Cultures and Food (Unity in Cultural Diversity and A Fundraiser for Charity) Objectives of the Practice: • RECIPRO, is derived from the word 'reciprocity', meaning to give back to society. • To bring cultural awareness and celebrate different cultures of our country and abroad. • Create an atmosphere of inclusivity by respecting and portraying different cultures. Promote teamwork and unity among students. • To train students as leaders. The Context: RECIPRO is an intra-collegiate annual festival of cultures, that doubles as a charity fundraiser. St Claret College takes pride in this event, as this is something unique. It is an attempt to make students understand that knowing other cultures will improve their global sensitivity and open channels of communication to appreciate the diversities and accommodate them. The event strives to develop intercultural competency to deal with differences and bridge cultural gaps. This can manifest in many ways: communication styles, approach to work, way of thinking, and the value system of an individual or a group of people. Intercultural awareness helps students understand, respect, and appreciate the behavior and practices of others. The Practice: For this festival, the college is divided into six major groups, each led by one of the Core Council members. These six groups represent and showcase different cultures through their cultural forms and

traditional attires. There are four elements in RECIPRO: • The team has to represent the cultural forms of the states and international destinations given to them. • They must bring out the traditional attire of those places through Fashion Show. • They need to have food stalls with delicacies from the states assigned to them. • The money raised through raffle tickets is donated for charity, to contribute to society. Apart from the rich variety of cultural performances by various groups, and the food stalls selling various cuisines to tingle the taste buds, RECIPRO is synonymous with the college community. Through this event, initiatives are taken to raise funds to aid underprivileged people in society. Students who sell the maximum number of raffle tickets are awarded by the dignitaries. A lucky draw is also held, where the winners are given attractive prizes.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.claretcollege.edu.in/

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

Claretine Way of Imparting Holistic Education - Academic Excellence, Leadership and Service St. Claret College envisions a world where the young minds of the college will assume leadership roles in different spheres of life. The focus is on the all-round development of students, who will venture forth as pioneers to explore uncharted territories and became extraordinary persons in life. The vision statement encapsulates this aim in the most succinct way – "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." SCC aims to help students set action-oriented goals and nurture their intellectual, emotional, social, physical, creative, and spiritual potentials for excellence. Viewing each individual student as special, college helps them build a life that's fulfilling and rewarding both professionally and personally. The college recognizes the importance of providing a personalized educational experience complete with skills, values, and physiognomies needed to thrive in our knowledge economy. A large number of students of this college hail from suburban areas. Several are from economically underprivileged families and are first-generation learners. They seek to redefine their own identity and have high expectations from college which holds dear the humanitarian values of life. Fired by idealism, they remain focused, perseverant, and committed to doing something for the society and for the country. Strongly committed to inclusive education and sensitive to challenges that diversity poses, the college provides a level playing field and opportunities for the all-around growth of students. Through innovative and value-based student-centric teaching, a foolproof planning and evaluation system, curricular and extra-curricular activities, academic fests, and conferences, we impart holistic education in its true sense. Through high standards of academic and non-academic excellence, students are equipped to transcend existing social challenges and fulfill their dreams and aspirations. They learn to work together, set goals, develop action plans, network with peer groups, not just within the college but at other institutions across the country and across the world. Holistic education propels them to be achievers and leaders in their personal and professional lives.

Provide the weblink of the institution
https://www.claretcollege.edu.in/

8.Future Plans of Actions for Next Academic Year

Curricular Aspects: 1. Skill-based and certification programs shall be introduced to foster competencies among students 2. Value-added Courses and Vocational training education for deepening the subject knowledge and to fill the educational gaps 3. Feedback from all stakeholders will be utilized to achieve constant excellence in the system. Teaching Learning and Evaluation: 1. In order to facilitate online learning and rigor, E-content development, workshop to be organized for teachers 2. To encourage and appreciate teachers for various awards and recognition 3. Specific program to be organized for advanced learners 4. Mentoring session and special support towards slow learners 5. Strengthening the student-centric methods in teaching and learning activity 6. Creating the ecosystem for hybrid teaching-learning activity. Research, Innovations, and Extension: 1. Organization of professional development program for inculcating research culture among students and teachers 2. Creating awareness on IPR and innovation and entrepreneurship 3. Widening the horizon for students Research through student seminar conferences 4. Initiate internship and field trips in research for students Infrastructure and Learning Resources: 1. Ensuring faster Wi-Fi connectivity in all Class Rooms to facilitate learning experiments 2. Upgradation on the campus ERP from Honeycomb to Edumerge 3. Facility towards lecture capturing system and designing the e-content Student Support and Progression: 1. To strengthen capacity enhancement program and placement cell activity through entry point enrolment and designing new courses to support that initiative. 2. Initiating a more competitive exams preparation program 3. Sessions on different scholarships available for needy students 4. Strengthening alumni engagement with the institution 5. Strengthening the support for students for cultural and sports activities Governance, Leadership, and Management: 1. MoUs to be attained for enabling skill development, ISR, and employability of students 2. Collaborating programs with other organizations towards student exchange and faculty exchange 3. Conducting workshops for enhancing the efficiency of Administration 4. Auditing department-level data by Department IQAC coordinator Institutional Values and Best Practices: 1. Conducting Energy and Green Audit to plan more campus initiatives for an eco-friendly environment 2. Conducting the celebration of commemorative days 3. Conducting the Value Week celebrations