

**The Annual Assurance Report (AQAR) of the IQAC**

**2014-15**



**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

20104-15

#### I. Details of the Institution

1.1 Name of the Institution

St. Claret College

1.2 Address Line 1

P. B. # 1355, MES Ring Road

Address Line 2

Jalahalli

City/Town

Bengaluru

State

Karnataka

Pin Code

560013

Institution e-mail address

claretcollege@gmail.com

Contact Nos.

08023454755, 8105202584

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:

Safeer Pasha M

Mobile:

+91-9449450953

IQAC e-mail address:

iqacstclaretcollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

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

(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)

1.5 Website address:

www.claretcollege.edu.in/

Web-link of the AQAR:

www.claretcollege.edu.in/AQAR/2014-15.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.41	2014	5 years
2	2 <sup>nd</sup> Cycle	-	-	-	-
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> 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 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR \_\_\_\_\_ NA \_\_\_\_\_ (DD/MM/YYYY)  
 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  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  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	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other ( <i>Specify</i> )	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="-"/>
2.4 No. of Management representatives	<input type="text" value="-"/>
2.5 No. of Alumni	<input type="text"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="08"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  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.  International  National  State  Institution Level

(ii) Themes

Claret Conference for English language  
Scientific Method of Research

2.14 Significant Activities and contributions made by IQAC

- Systematic annual plan for conducting class tests, assignment, presentations, peer teaching methods, students hand books etc.
- Introduction of personality development programs.
- Educating and sensitising students on environmental issues.
- Organising literary fests such as Hindi Divas, Kannada Day celebration, Literary Week etc.
- Faculty development programs and State level seminar
- MOUs with industries and training institutes

## 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

<b>Plan of Action</b>	<b>Achievements</b>
To introduce Travel & Tourism Department.	Applied and received permission from the university.
To enhance intake of the students & add new courses.	BU has sanctioned to increase the B.Com students from 180 to 200.  B.Com (Travel & Tourism) & BA (EPO) was introduced with an intake of 30.
To continue personality programs and knowledge enhancement events, certificate course, 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.
To create awareness of social responsibility among the students.	Started a club called as Social Awareness Program (Students Action Forum) to educate students about socio, economic aspects of the society, moral responsibility along with NSS.
Establishment 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 State Level Seminar, FDP and orientation course, Induction program for the new faculty.	Organised a State Level Seminar on English Literature and FDP for the faculty, Two-day faculty orientation programme and Induction training for the

	newly appointed faculties.
To conduct Parent-Teacher meeting in every semester.	Organised Parent-Teacher meetings during each semester.
To conduct a Workshop on Entrepreneurship Development	Entrepreneurship Development held.

\* Attach 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

AQAR was placed before the management and the observations and suggestions are taken into consideration in the final report.



## Part – B

### Criterion – I

#### I. 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	04	02	06	03
PG Diploma	No			
Advanced Diploma	No			
Diploma	02			
Certificate	05			
Others	No			
<b>Total</b>	11	02	06	03

Interdisciplinary	02			
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 in Soft Skills, Spoken English, Banking and Finance, SAP etc.

##### 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
13	13	-	-	-

2.2 No. of permanent faculty with Ph.D.

01
----

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
09	-	--	-	-	-	-	-	09	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

03	-	22
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	02	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

180
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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
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

00	00	01
----	----	----

2.10 Average percentage of attendance of students

92
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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: 477	1.88	57.86	21.59	5.87	85.11
	ODD: 480	2.08	57.08	16.04	4.37	80.62
BBM	EVEN: 142	-	34.50	32.39	5.63	72.53
	ODD: 149	-	32.21	20.13	12.75	66.44
BA	EVEN: 68	-	36.76	22.05	10.29	69.11
	ODD: 63	4.76	44.44	22.22	4.76	71.42
BCA	EVEN: 141	12.05	45.39	21.12	5.63	84.39
	ODD: 142	9.86	62.67	11.26	-	83.79

No. Of students for ODD i.e. Nov-Dec 2014 (I, III & V SEM,) & EVEN i.e. April-May 2015(II, IV, & VI SEM)) semesters

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

- Each of the class is having 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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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	08	-	-	01
Technical Staff	-	-	-	-

### 3. Research, Consultancy and Extension

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

The IQAC is having Research Promotion Cell, with the sole objective of promoting the research aptitude among the faculty members in presenting papers and publication of research articles in Peer Reviewed journals. Organised FDP for the faculties at the beginning of the academic year, an orientation programme for the faculty to use online resources such as Infilbnet, 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	01	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	07	-

#### 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 <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.  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	-	-	-
Sponsoring agencies	-	Self financing	-	-	-

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

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   
Total

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 and students registered under them

NIL

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  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  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	<input type="text" value="-"/>	College forum	<input type="text" value="13"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="05"/>	Any other	<input type="text" value="-"/>

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

1. Visit to orphanages and old age homes.
2. Computer literacy program for homemakers.
3. Fundraising for blind school.
4. Neighbourhood cleaning as part of Social Action Forum.
5. Annual Camp of NSS.
6. Blood donation camp by NSS,
7. Guest lecture on women's day organised by Cell for Prevention of Sexual harassment.



## 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 ( $\geq$ 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 is having 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 available in the library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
<b>Text Books</b>	1,618	2,12,098	708	97,218	2,326	3,09,316
<b>Reference Books</b>	2,616	11,03,426	708	2,73,752	3,324	13,77,178
<b>e-Books</b>	-	-	-	-	-	-
<b>Journals</b>	54	53,517	-	-	62	89,903
<b>e-Journals</b>	All the journals of Inflibnet & Delnet					
<b>Digital Database</b>	-	26,500				
<b>CD &amp; Video</b>	65	8,016	10	1,625	75	9,641
<b>Others (specify)</b>	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	<b>Total Computers</b>	<b>Computer Labs</b>	<b>Browsing Centres</b>	<b>Computer Centres</b>	<b>Office</b>	<b>Departments</b>	<b>Others</b>
<b>Existing</b>	118	56	12	24	11	06	09
<b>Added</b>	05	04	-	-	01	-	-
<b>Total</b>	123	60	12	24	12	06	09

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

The college is having internet connection to all the computers and Wi-Fi facility in the departments so that teachers and students can have internet access. The college is also having student friendly website of the college 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.1, 00,000
ii) Campus Infrastructure and facilities	Rs.3, 00,000
iii) Equipments	Rs.31, 00,000
iv) Others	-
<b>Total:</b>	Rs.35, 00,000

## 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 office bearers 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 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. The college is also having a software in place, which is used to check the students' progress both curricular and non-curricular.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
889	-	-	-

#### (b) No. of students outside the state

97

#### (c) No. of international students

29

Men	No	%	Women	No	%
	467	53		422	47

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
486	42	20	211	-	759	546	60	23	242	-	889

Demand ratio

Dropout %

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

The college provides coaching classes for CA-CPT, ICWA training from reputed training institutes. The library has a special section for competitive books for different type of exams such UGC NET, Bank Probationary exams and civil service exams etc.

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

#### 5.6 Details of student counselling and career guidance

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.

No. of students benefitted

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	130	97	18

#### 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 2<sup>nd</sup> and 3<sup>rd</sup> 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  National level  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  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	141	Rs.9,31,250
Financial support from government	79	1,45,348
Financial support from other sources	3	Rs.14,800
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

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 is having a MIS which deals all the information related to student admission, segregation based upon gender, urban, non urban, Indian, foreign students etc. In addition to scholarship information, students attendance, performance in class tests, internal exams etc, 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

##### 6.3.2 Teaching and Learning

The institution always believes in the development of teaching faculty - both academic and personal. At the beginning of each semester, the college had organised a two-day Faculty Development program for the faculty development. The college also encourages the faculty members to participate in conferences, seminars and presentation & publication of papers with financial support for the same. The faculty members are also encouraged to take up research activities and higher educational qualifications such as M.Phil, PhD etc.

##### 6.3.3 Examination and Evaluation

- Class Tests (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 2014-15, a total number of 47 faculty members from all the departments participated/presented their articles at State, National & International level Conferences, seminars and workshops. 12 research papers/articles were published in Peer-reviewed journals and conference proceedings apart from that two text books published by the faculty members. The college has also been encouraging the faculty members for their research work through providing financial assistance and also OOD facility. A total amount of Rs.30,200 has been provided for the OOD semester of 2014-15.

A two-day Faculty Development programme was organised by Research Promotion Cell on 24<sup>th</sup> and 25<sup>th</sup> of November, 2014 on the Topic of “Scientific Method of Research” conducted by the Vice Principal Rev. Fr. Dr. Sabu George. More than 30 faculty members from the different departments benefitted from the programme

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Use of information and technology method of teaching, CDs and DVDs, all the classes have been equipped with AV facility.

#### 6.3.6 Human Resource Management

The management has well established Human Resource Management System. Well qualified teachers are selected, assessed and rewarded based on performance and fully complying with different labour laws.

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 for attending conferences & seminars.

#### 6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

We have signed MOUs with SAP, ICAI, Talent Ease, International Skill Development Corporation, Aptech Computer Education, Samvit Academy, IINT Bangalore

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	2
Non teaching	2
Students	2

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				

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

For UG Programmes Yes  No

For PG Programmes Yes  No



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

St. Claret College organises Alumni meet every year. The Department of Management (BBM) organised Alumni Meet on 21<sup>st</sup> of October, 2014 and had a participation of 46 ex-students, and the department of commerce organised an alumni meet on 1<sup>st</sup> November, 2014 and 66 alumni participated.

6.12 Activities and support from the Parent – Teacher Association

Every semester there are two “Parent-Teacher Meetings” organised and feedback collected

6.13 Development programmes for support staff

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

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

Whole campus has been converted into litter free zone, use of CFLs and LEDs for lighting, Formation of Environment club, Green Campus initiatives with planting of trees on the birthday celebration of principal, vice principal and faculties.

## 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 Class Internal tests, Assignment, online attendance monitoring system, cash incentives for research paper publications, presentations, book writing etc

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

1. It was decided to conduct class tests at the completion of each chapter and this was implemented. We could find an initial hesitation and resistance from the part of some of the students towards this, but as time went by, students have taken this positively and we could find it influencing the result positively.
2. Internal tests were also a success and it gave an opportunity for students to gauge themselves before the final exam.
3. 5 Assignments were given for each of the papers and students responded well to this. CBCS system of Bangalore university assigning marks for assignments/presentations also has helped to get positive response from the part of the students
4. Online attendance monitoring system was introduced. It has helped the students/parents and faculty to check the attendance of students at any time.
5. Cash incentives for research paper publications, presentations, book writing also was introduced. We find the response to this initiative taking time, though some have responded positively.

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

- Mentoring students
- Financial assistance for poor and backward class students

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

7.4 Contribution to environmental awareness / protection

**Environment Week:** With a view to sensitizing students to environmental issues and keeping in line with the vision and mission of the club, the club organized Environment Week from 18<sup>th</sup> and 20<sup>th</sup> September 2014 during which a number of competitions were conducted.

**The competitions conducted were:**

- Caption Writing
- Environment Quiz
- Essay on an Environment related themes

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 infrastructure and campus
- Result oriented IQAC

**Weakness**

- Self finance

**Opportunities**

- Opportunity for both horizontal and vertical development

## Threats

- Location: No visibility from the main road.

## 8. Plans of institution for next year

1. To conduct FDP before the commencement of the academic year.
2. To conduct student leaders election
3. To organise a National Level Conference on the topic 'Issues & Challenges of Commerce & Management', during the month of October, 2015
4. To organise a National Level Faculty Development Program during the month of February, 2016.
5. To organize a student seminar on topics connected with English Language and linguistics in the even semester
6. Conducting departmental fests
7. To have PSDP and LSDP sessions for the students
8. To have two internal examinations each semester
9. To have institutional social responsibility activities
10. To have CSA retreat for Christian students
11. To invigorate various clubs and associations in the college
12. To start current affairs forum
13. To publish a journal
14. To conduct inter college and PU competitions in cultural and sports activities

**Safer Pasha.M**



\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

**Rev. Dr. Sabu George**



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*Signature of the Chairperson, IQAC*

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## Annexure i

# St. Claret College, Bangalore -13

## Detailed Calendar of Events, 2014-15

### June 2014

- 25 Induction for new faculty  
26-28 Orientation for Faculty & Staff  
30 Reopening for III and V Semesters

### July 2014

- 02 Inauguration of Academic Year for I Sem. Students  
03-05 LSDP for I Sem. Students  
07-18 Bridge Courses for I Sem. Students  
08 Principal Meets Department of Computer Science  
09 Principal Meets Department of Management  
11 Principal Meets Department of Humanities  
12 Principal Meets Department of Commerce  
12 Last Date to submit Course plans  
17 Election of College Representatives  
21 Starting of SAP courses (B1 & 01) for II and III Years  
21 Starting of DAES and DPA (Add on Courses)  
25 Inauguration of Associations and Oath of Office by the Cabinet  
25 Freshers' Day  
28 IQAC Meeting  
29 Ramzan (Holiday)  
31 Last Date to submit strategic plans of Clubs, Associations & Committees

### August 2014

- 01 Holy Mass for CSA  
05 LSDP Day 1- III Sem. Students  
06 Blood Donation Camp organized by NSS/ SAF  
07 Departmental Meetings  
07 Last Date to submit I CIA Question Papers to Exam Committee  
08 Varamahalakshmi Vratam (Holiday)  
12 LSDP Day 2- III Sem. Students  
12 Office Staff Meeting  
12 Student Council meeting  
13 Staff Council Meeting  
14 Staff Meeting  
15 Independence Day (Holiday)  
18-20 I CIA Examinations  
19 IQAC Meeting  
27 Technovation- Inter-collegiate IT Fest  
28 Last Date to submit I CIA Marks to office  
29 Ganesha Chaturthi  
29 & 30 CSA Retreat  
30 I Edition of The Claretine Due

### September 2014

- 04-06 Cultural Competitions- Euphoria  
05 Holy Mass  
08 Nativity of the Blessed Virgin Mary (Holiday)  
08-12 Batch-wise Games Competitions

10	Inter-collegiate Humanities Fest
11	Departmental Meeting
13	Sports Day
15	Student Council Meeting
15	Office Staff Meeting
16	Staff Council Meeting
17	Staff Meeting
18	Anveshan- Inter-collegiate Management Fest
19	IQAC Meeting
20	Parents Meet
23	Mahalaya Amavasya (Holiday)
24	Inter-college conference for students by Commerce Department
25	Last Date to submit Preparatory Exams' Question Paper
27	Recipro- Ethnic Day & World Tourism Day
29	Commencement of Practical Examination

#### **October 2014**

02	Gandhi Jayanthi, Durgashtami [Holiday]
03	Mahanavami (Holiday)
04	Vijayadashami (Holiday)
05	Bakrid (Holiday)
06-11	Preparatory Examinations
06	Department Meetings
07	Office Staff Meeting
07	Staff Council Meeting
08	Valmiki Jayanthi (Holiday)
09	Staff Meeting
13	Commencement of Practical Exams
13	IQAC Meeting
17	Last Date to submit Marks of Preparatory exams to office
21	Patron's Day Celebrations
22	Naraka Chaturdashi (Holiday)
23	Deepavali (Holiday)
24	Feast of St. Anthony Mary Claret & Balipadyami (Holiday)
28	Last Teaching Day
31	II Edition of The Claretine due

#### **November 2014**

01	Kannada Rajyothsava (Holiday)
04	Muharram (Holiday)
07	Commencement of Theory Exams
08	Kanakadasa Jayanthi (Holiday)

#### **December 2014**

03	Closing of Theory Examinations
11	Re-opening of II, IV & VI Semesters
22-27	Christmas Holidays
25 December	Christmas (Holiday)

#### **January 2015**

04	Id-Meelad (Holiday)
14	Makara Sankranthi (Holiday)
26 January	Republic Day (Holiday)

**February 2015**

09-11	CIA Examinations
17	Mahashivarathiri (Holiday)
13-14	Inter-collegiate Football/TT/Chess Tournaments
18	Mayurika- Inter-collegiate Cultural Fest
28	Parents Meet

**March 2015**

07	Shalom- CSA Fest
8	International Women's day
18	Thanksgiving Day, Valedictory of Clubs and Associations
21	Ugadi
23-28	Preparatory Exams

**April 2015**

02	Moundy Thursday; Mahavir Jayanthi (Holiday)
03	Good Friday (Holiday)
05	Easter
07	Graduation Day
10	Last Teaching Day
14 April	Ambedkar Jayanthi (H)

**May 2015**

01 May	May Day (Holiday)
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## Annexure ii

### **St. Claret College, Bangalore- 13**

#### **Coordinators of Clubs, Centers, Cells and Associations and Class Mentors - 2014-15**

Staff Coordinator	Ms. Maria D'Souza
Exam Cell	Mr. Chinmay Dash (CoE, Internal Exams & Dy. S., BU Exams) Ms. Seema Joseph (Dy. S. BU Exams), Ms. Angela Jean Mary E. & Mr. Vijo Jose.
IT Club	Ms. Somanjoli & Ms. Menaka
Business Club	Ms. Savitha & Mr. Vijo Jose
E-Cell	Ms. Chaitra & Mr. Anand
E-Store	Ms. Seema Joseph & Mr. Bhanu Prakash
Tourism Club	Mr. Nagaraj
Management Club	Ms. Sandhya Rakesh & Rashmi B. H.
Literary Club	Ms. Joy Evangeline & Ms. Reema H.
Humanities' Club	Ms. Angela & Mr. Jenin Raj
Cultural & Arts Club	Ms. Angela & Ms. Sandhya
CSA	Ms. Seema Joseph & Ms. Joy Evangeline
SCC Choir	Ms. Cassandra & Ms. Jayalakshmi Sharma
Sports Club	Mr. Chinmay, Mr. Girish V. & Mr. Muniraj
Environment Club	Mr. Allan Fernandez & Ms. Jayalakshmi Sharma
Grievance Redressal & Anti- Ragging Cell:	Mr. John E. V., Mr. Bhanuprakash, Ms. Chaitra & Ms. Jayalakshmi Sharma
Women's Club & Cell for Prevention of Sexual Harassment	Dr. Rashmi, Ms. Rashmi B. H. & Ms. Menaka
Discipline Committee	Mr. Madesh (coordinator), Mr. Zafeer Pasha, Mr. Girish, Dr. Rashmi, Ms. Shashikalamma, & Mr. Muniraj
Social Action Forum (SAF)	Ms. Shashikala and Mr. Prakash
NSS	Mr. Madesh & Ms. Neeta
Student Council Mentors	Ms. Jayalakshmi R. & Ms. Sandhya
Alumni Coordinators	Ms. Jayalakshmi R. & Ms. Neeta
The Claretine, Staff Editors:	Ms. Somanjoli & Ms. Chitra
International Students' Forum :	Ms. Joy Evangeline & Ms. Menaka
Claret Centre for Professional Studies	
CCPS:	Mr. Zameer Pasha
Claret Centre for Skills Development-CCSD:	Mr. Augustus Jose



IQAC Coordinator	Mr. Yogananda Rao
Research Promotion Cell:	Mr. Safeer Pasha & Mr. Mohan Kumar
Website Maintenance:	Mr. Prakash, Ms. Tina Martin & Mr. Jenin Raj
Excelsior- College Annual- Staff Editors:	Mr. Yogananda Rao (Chief Editor), Ms. Reema, Dr. Rashmi and Ms. Sashikalamma
LSDP Coordinators	Ms. Cassandra & Mr. Augustus
Library Committee	Ms. Somanjoli (coordinator), Ms. Savitha S., Ms. Rashmi B. H., Mr. Allan & Librarians
College Promotion Committee:	Mr. Prakash (coordinator), Mr. E. V. John, Mr. Madesh, Mr. Zafeer Pasha, Mr. Mohan Kumar & Mr. Anand

#### **In-charges of Add on Courses**

DBF:	Ms. Maria & Mr. Vijo
Tally ERP:	Mr. Bhanuprakash & Mr. Mohan Kumar
DPA:	Ms. Chaitra & Mr. Girish
DAES & Language Lab:	Mr. Allan & Ms. Chitra
Soft Skills:	Mr. Zameer Pasha & Ms. Neeta
SAP:	Mr. Zameer Pasha (Coordinator), Mr. Chinmay & Ms. Savitha

#### **Class Mentors for 2014-15**

##### **B.Com**

III Year- A:	Mr. Mohan Kumar
III Year- B:	Mr. Anand
II Year A:	Mr. Bhanuprakash
II Year B:	Mr. Vijo Jose
II Year C:	Ms. Seema Joseph
I Year A:	Mr. Safeer Pasha
I Year B:	Ms. Savitha S.
I Year C:	Mr. Girish
I Year T & T:	Ms. Chaithra

##### **BBM**

I Year :	Ms. Sandhya
II Year:	Ms. Rashmi
III Year:	Mr. Zameer Pasha

##### **BCA**

I Year:	Mr. Chinmaya Dash
II Year:	Ms. Menaka C.
III Year:	Ms. Somanjoli Mohapatra

##### **BA**

I Year:	Mr. Allan Fernandez
II Year:	Ms. Angela Jean Mary
III Year:	Mr. Jenin Raj

## Two best Practises of St. Claret College

### 1. Mentoring students

#### a. Goal

The objective of the practice is to provide a conducive atmosphere for the holistic development of students by creating a triangular interaction platform, student-teacher-parent. And the major role in creating this platform belongs to the teacher.

#### b. The Context

The most important context in which this practice was devised was the profile of the students. 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, the given student profile compels the institution to install an effective interventional system. Thus mentoring came into existence.

#### c. The Practice

Each class is assigned a mentor. Unlike the traditional concept of “class teacher,” a mentor plays a very significant and proactive role that transcends mere academic matters. A mentor at SCC is truly a person 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-centered’ 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 at the Faculty Development Programme as well as by their HODs. 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. He explains how mentoring should be done effectively.

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 group and counsels them on matters of academic performance, career, health and behavior. The institution is very specific about the frequency and the timing of the meetings.
- 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 counseling session with a trained counselor.

## **2. Financial assistance for poor and backward class students**

In order to support poor and backward students in their education, St. Claret College offers financial assistance to these students. The college gives financial aid from complete waiver of college fees to a small number of students from poor and backward classes to giving a certain percentage of assistance in tuition fee. Around 43 students got the benefit of the financial aid. In addition to this, SC/ST students are given another 10% waiver in their tuition fee. From the part of the college we have book bank system where all those students from poor and backward classes can avail text books freely for their use.

## Annexure iv

### **Feedback from Stakeholders**

We collect feedback from various stakeholders of our institution: from students, faculty and staff, and parents. Students evaluate the faculty members on a regular basis. At the end of every semester students rate the performance of the faculty on a scale of 5. This evaluation is done through the automated software that the institution has customized to its requirements. The head of the institution meets each faculty member, evaluates their performance and communicates the outcome of the student feedback to enable improvement in their services.

At the end of every academic year, there is a self-appraisal and a peer appraisal as well. During the personal meeting after the even semester exams, the outcome of the self and peer appraisal are also evaluated. The performance of the students given to a faculty member's care is also taken into consideration. There is also the appraisal done by the HODs of all the faculty members of their department. After the declaration of the results of the university exams, each faculty member does an analysis of performance in the given format of the institution.

Student Council comes together at least once a semester for a meeting where evaluation is conducted and the feedback from the part of the student leaders are collected. Every semester we also have a parent teacher meeting and we collect feedback from the parents on various issues connected with the teaching –learning process and those items like management, infrastructure, etc.