

**ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF
IQAC: 2015 – 2016**



**St. Francis College for Women, Begumpet,
Hyderabad**

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR (for the year)

2015 – 2016

1. Details of the Institution

1.1 Name of the Institution

St. Francis College for Women

1.2 Address Line 1

Street No. 6, Uma Nagar,

Address Line 2

Begumpet

City/Town

Hyderabad

State

Telangana

Pin Code

500 016

Institution e-mail address

info@sfc.ac.in

Contact Nos.

040-23403200 / 23400470

Name of the Head of the Institution:

Dr. Sr. Christine Fernandes

Tel. No. with STD Code:

040-23403200 / 23400470

Mobile :

08790861082

Name of the IQAC Co-ordinator : Mrs. Margaret Francis

Mobile : 09959569429

IQAC e-mail address : info@sfc.ac.in

1.3 NAAC Track ID (For ex. MHC0GN 18879) -

OR

1.4 NAAC Executive Committee No. & Date:

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

EC/61/RAR/82 dated 15
September 2012

1.5 Website address : www.sfc.ac.in

Web-link of the AQAR: www.sfc.ac.in/aqar2015-16

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 st Cycle	5 stars	-	1999	5
2	2 nd Cycle	A	-	2006	5
3	3 rd Cycle	A	3.46	2012	5
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY 01/07/2000

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 2014 – 15 (26.09.2016)
- ii. AQAR 2013 – 14 (03.08.2016)
- iii. AQAR 2012 - 13 (10.7.2013)
- iv. AQAR2011 - 12 (12.07.2012)
- v. AQAR2010-11 (12.08.2011)
- vi. AQAR 2009-10 (12.08.2011)

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 CCE 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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

B.Voc.

1.11 Name of the Affiliating University (for the Colleges)

Osmania University

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

Autonomy by State / Central Govt. / University

University

University with Potential for Excellence

-

UGC-CPE

✓

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (Specify)

B.Voc

UGC-COP Programmes

✓

2. IQAC Composition and Activities

2.1 No. of Teachers

13

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

10

2.4 No. of Management representatives

03

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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? Yes 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

2.14 Significant Activities and contributions made by IQAC

1. Together with the planning committee IQAC designed the Academic Calendar for the year 2015 – 2016. All the curricular and co-curricular activities in accordance with the new guidelines of UGC under CBCS along with Sports/NCC/NSS & faculty development programs were spelt out in the academic calendar
2. Seminars were conducted for an indepth understanding of the CBCS guidelines
3. A No. of meetings at individual department level, Faculty wise and the teaching faculty as a whole were organised for re-structuring of the syllabus, according to the new guidelines of UGC under CBCS
4. Introduced attendance through Tab for disciplinary measures
5. Students were made conscious of their social responsibility & encouraged to reach out to poor school children, the orphans, old-age homes and the mentally challenged
6. Faculty-wise meetings were held to have a check on the teaching learning and other disciplinary measures
7. SQC & IQAC meetings were held and verification done.
8. Meetings of all HODs were organised for preparation of Academic Audit, NAAC accreditation (4th Cycle) and Autonomy inspection
9. All departments conducted their respective BOS meetings and Academic Council meeting was held during which the UG& PG syllabus restructured according to the new guidelines of UGC under CBCS was approved
10. Enhanced placement drive.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> • Effective implementation of CBCS • Introduction of Tablets for Attendance • Evaluation of results • SQC & IQAC meetings organised • Department wise meetings held to check on teaching learning & disciplinary measures • Introduced Intra-college competitions in place of Inter-college events • Social responsibility towards the less privileged 	<ul style="list-style-type: none"> • Syllabus designed in accordance with the new guidelines were well appreciated and approved by the OU and external members of the Academic Council • Various departments of OU and other colleges invited the faculty of our College to share their expertise on CBCS • SMS were sent to parents of 2nd & 3rd years if their wards did not attend the classes. • Efforts were made to encourage students to attend remedial classes in subjects they are weak and thus improve their performance. • The outcomes of these meetings helped in taking care of the various requirement of students in terms of teaching learning, infra-structure & various other facilities provided by the college. • Feed back given by students on staff appraisal was used by the principal to help staff to improve themselves in their teaching profession. • Floor-wise duties assigned to staff for discipline during the assembly has improved discipline. Improvement is also seen in the overall discipline of staff & students. • Greater involvement and participation of students was seen among students of various clubs. There was fun combined with experiential learning. • The academic year 2015 – 2016 was dedicated to caring for those less privileged and hence most students had an experiential learning through interaction with poor school children, the

<ul style="list-style-type: none"> • Signing of MoU with Foreign Universities • Promotion of Research culture • Placement Drive 	<p>orphans, the aged & the mentally changed. Contributions were made also towards flood affected areas in A.P.</p> <ul style="list-style-type: none"> • For quality enhancement and for wider experiential learning, college signed four MoUs this academic year and students were motivated to make use of the opportunity college provides. • AXIS Lab and Louis Pasteur Research Lab available for all the Science faculty. 4 staff members have been recognised as Research supervisors • 2 Workshops : Research Methodology & Qualitative research were organized during the academic year. • Staff & Students were encouraged to present / public research articles and a good number of them have availed this opportunity. • Having recognised as the Best college most companies have been visiting the college. Training on industry requirement has happened and also going on a good number of students have been on internship as well as been absorbed on completion of their studies.
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* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- | |
|---|
| <ul style="list-style-type: none"> • Board of Studies conducted for all faculties and departments to adopt UGC's new guidelines towards CBCS syllabi. • Academic Audit • Seminars on CBCS attended |
|---|

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	7	-	7	-
UG	29	-	21	-
PG Diploma	2	-	2	-
Advanced Diploma	-	-	-	-
Diploma	9	-	9	-
Certificate	20	-	20	-
Others (IDE)	-	-	-	-
Total	67	2	59	-

Interdisciplinary	25	-	25	-
Innovative	-	-	-	-

✓ ✓ ✓ ✓

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG & PG (36)
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

Yes adhered to the new guidelines of UGC under CBCS with slight alternations for innovation duly approved by the Academic Council.

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

- Retail Store
- Louis Pasteur Lab.
- Mass Comm. Studio

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
165	60	4	-	101

2.2 No. of permanent faculty with Ph.D.

27

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
60	-	4	-	-	-	101	-	165	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

11

42

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	15	74	49
Presented	49	34	6
Resource Persons	-	-	5

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

You Tube Videos, Role Plays, Computer simulations and animations, Experiential learning through hands-on laboratory work, project work, field trips etc. have become more common in the teaching learning process

2.7 Total No. of actual teaching days during this academic year 180

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

- Double valuation for PG
- Moodle, Skill tests, presentations, open book examinations etc. for Internal Assessment (30 marks)
- Written examination for external evaluation (70 marks)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 1 6 5

2.10 Average percentage of attendance of students 90%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG						
BA	177	2.8	57	23	0.5	83
B.Com	342	18	65	8	-	91
B.Sc.	398	12.8	46	14	-	73
BMS	65	20	75	-	-	95
PG						
M.Sc. Micro	26	18	6	-	-	92
M.Sc. Maths	14	7	7	-	-	100
M.Sc. Comp. Sc.	20	5	12	-	-	85
M.Sc. Org. Chem.	12	7	5	-	-	100
M.Sc. Finance	43	31	10	1	-	98
M.Sc. App. Psy.	26	6	16	3	-	96
M.A Mass Comm.	29	9	17	-	-	90

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

Students' feedback taken at the end of the semester by IQAC Co-ordinator and Asst. IQAC Co-ordinator and evaluated by Principal. Staff with less than 3 years experience are made to do a self appraisal every month, monitored by the HOD of the concerned departments.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme (FIP)	07
HRD programmes	05
Orientation programmes	22
Faculty exchange programme	02
Staff training conducted by the university	-
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	22
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	31	-	-	-
Technical Staff	6	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Thriving for Excellence in Research has always been the focus of the college.
- Research Labs/ equipment are made available in the science labs & the AXIS lab.
- During this academic year another research lab titled Louis Pasteur Research Laboratory was initiated by Microbiology Dept.
- Research Laboratories were made available to both teachers and students with internet and printing facilities.
- Incentives and certain exemptions are made for those pursuing research
- Seed money is offered for those publishing research articles
- Staff are encouraged to present paper at various National & International seminars / workshops / conference by paying the registration fees and travel allowances

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	-	1
Outlay in Rs. Lakhs	7,75,000/-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	18	-	4
Outlay in Rs. Lakhs	12,25,000/-	28,05,000/-	-	12,25,000/-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	1	1
Non-Peer Review Journals	16	11	2
e-Journals	35	6	1
Conference / Workshop proceedings	6	13	8

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	2015-16	UGC	2,82,000/-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	2,82,000/-	-

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 -NA

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	-	1	-	-	13
Sponsoring agencies	-	UGC	-	-	College

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 : NA

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
48	-	5	-	-	-	43

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

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

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 College forum

NCC NSS Any other

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

- International Day against Drug Abuse and Illicit Trafficking – Awareness program conducted by NSS & NCC.
- Blood Donation camps : Around 300 units of blood was donated by the students with the support of 14 doctors from Gandhi Hospital.
- Vanmohastsavam : 2000 sapling were planted in college and around the city.
- Pulse Polio program : 500 mothers were encouraged by our students for execution of pulse polio drops in 3 slums of Hyderabad.
- HIV / AIDS Awareness campaign : Around 5000 women were educated on HIV / AIDS and AIDS awareness program.
- Raksha Bandan : students were taken to Orphan Homes, Prisons and even on roads tied rakhies to 50 inixu's.
- 700 Government High School students were invited to Science Exhibition GLEE organised by SPECTRUM and exposed them to importance of science in the current scenario.
- 2 Girl Children who are first generation learners from local slums were given Cheque of Rs. 25,000/- for their Education under “Ignite–A KG to PG Program’ an initiative undertaken by the Social Management Department.
- ‘Save the Lake’ awareness program was taken by COFEE club of Commerce Department.
- Electronics Department gave a cheque of Rs. 30,000/- for an inverter to a poor school at Thallada.
- NSS Camp was conducted in rural villages about 30 – 60 kms away from the college for seven days. Activities included family survey, health and legal awareness program, women empowerment activities, shramdands, cultural and literary competitions for youth, women and children of the community.
- NSS with Biochemistry Department organized an awareness program on World Cancer Day.
- Students of Chemistry visited under privileged schools to teach school students basic science & demonstrate basic experiments.
- Department of Botany collaborated with ITC to raise funds to support students of Government schools.
- All PG student of Psychology, Finance, Chemistry, Microbiology, Mass Communication & Journalism, Mathematics and Computer Science conducted outreach program at various places.
- World suicide day – Dept. of Psychology
- Cancer awareness – Dept. of Biochemistry
- Recycling of paper and preparing note books for poor school students was carried on by the science Spectrum Club.

M.Sc. Applied Psychology

The students of M.Sc 1 Applied psychology conducted an outreach program between December, 2015 to January, 2016 in the following places - Home for the Disabled, Bansilalpet, Hyderabad; and MLA colony; Centre for Remedial education for Dyselexia; Cyber school, Mansure, Begumpet; Home For the Aged, Marredpally. It was an enriching experience for the students as they were able to reach out to the disadvantaged communities and were able to come together as a group.

M.Sc. Finance

- Visit to the Home for the Disabled – by M.Sc I on 8th January 2016.
- Life skills training by M.Sc Finance first years at Red cross Government High school on 13th February 2016 and on 20th February 2016.
- “Swachh Bharat” initiative on 12th March 2016 for M.Sc Finance I at Bowenpally children’s hostel.
- Financial Literacy drive with emphasis on Government scheme promoted for the underprivileged on 12th March 2016 by M.Sc Finance I years at Balanagar slums and Bowenpally Basti.
- “Go Green initiative” making and distribution of Paper bags to vendors by M.Sc Finance I years on 18th March 2016.
- “Eco Friendly Initiative” distribution of clay cups emphasizing on plastic eradication by M.Sc I years on 18th March 2016.

M.Sc. Chemistry

- Social outreach program was organized for the Sem-2 students of PG chemistry for a period of one week in the month of February, 2016.
- The students visited slum school and demonstrated experiments on basic scientific principles. They also visited National Institute for Mentally Handicapped at Bowenpally, Secunderabad

M.Sc. Microbiology

An outreach program at L V Prasad Eye Institute, Banjara hills, Hyderabad. Voice was recorded in the system and converted into MP3 format and made into CDs so that they can be distributed among blind people. This will give them a better understanding about the lessons or articles. Some of the students had an experience of editing the document in a way that helps the the visually impaired to read the correct information. In this way they could be channels in serving for good social cause in the society.

M.A. Mass Communication & Journalism

The Postgraduate students of Mass Communication visited, Sarvodaya Vidyalaya, a school in Malkajgiri and the National Institute for Mentally Handicapped in Bowenpally as part of the College Community Service Programme. They focused on topics like personality development, team building, and patriotism, enjoyment games, aiming at favourite ambitions and suggesting the possibility of choosing Mass Communication as a career option

- Department of B.Voc (RM&IT) & NCC collaborated with the GHMC in bringing awareness on Road Safety measures.

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	8 acres	-	Management	8 acres
Class rooms	75	-	UGC + Fees	75
Laboratories	24	-	UGC + Fees	24
Seminar Halls	5	-	UGC + Fees	5
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	1000	62	UGC + Management	1062
Value of the equipment purchased during the year (Rs. in Lakhs)	43,58,825/-	17,24,221/-	UGC+Management	60,83,046/-
Others (Salary)	-	-	Management	8,54,83,343/-

4.2 Computerization of administration and library

Administrative and office activities were computerised like Salaries, Accounts etc. Examination Branch was computerized with customized software, printing of admit cards, conducting the examinations, publication of examination results. Library is fully integrated, automated (Slim21) and cover Acquisitions, Cataloguing, Members, Administration, Reporting and utilities through an easy-to-use interface.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	50,000	20,00,000/-	2418	7,50,000/-	52418	27,50,000/-
Reference Books	45,000	15,00,000/-	707	3,00,000/-	45707	18,00,000/-
e-Books	-	-	-	-	-	-
Journals	80	70,000/-	30	1,16,481/-	110	1,86,481/-
e-Journals	10	-	-	-	10	-
Digital Database	-	-	-	-	-	-
CD & Video	876	10,000/-	876	10,000/-	876	10,000/-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	400	8	400	26	-	10	30	-
Added	-	-	-	-	-	-	-	-
Total	400	8	400	26	-	10	30	-

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

College is totally Wi Fi enabled and all departments have access to internet facilities. Periodically training inputs are given as and when new features are added to strengthen the knowledge and operational aptitude of the staff. Recently RFID was introduced for marking attendance for the students. Teaching faculty were given intensive training and trial practice sessions.

4.6 Amount spent on maintenance in lakhs :

i) ICT

6,170/-

ii) Campus Infrastructure and facilities

37,21,375/-

iii) Equipments

25,02,275/-

iv) Others (Salary)

9,07,05,997/

Total :

9,69,35,817/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Conducted in house meetings
- Organised 2 IQAC meeting with Internal & External members
- Conducted 3 training & capacity building sessions
- Queries raised by students were attended & rectification made wherever required
- Infra-structure improved through suggestions given by students

5.2 Efforts made by the institution for tracking the progression

- Periodical meetings held at various levels – HODs, Office bearers, external experts, Dean Academic.
- Action taken wherever required.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3241	376	-	-

(b) No. of students outside the state

150

(c) No. of international students

12

No	%
-	-

Men

No	%
3617	100

Women

	Last Year -2014-15						This Year 2015-16					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG	2338	111	32	422	5	2908	2523	148	43	522	5	3241
PG	331	14	1	44	-	390	303	8	6	59	-	376

Demand ratio - 1:1 to 1:100

Dropout % - 10% (maximum)

Varies for different courses

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

- N.A. -

No. of students beneficiaries

5.5 No. of students qualified in these examinations :

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- College has a full fledged counsellor appointed by Management.
- Counsellor offers academic and personal counselling to students and maintains record of the services offered without the disclosure of the students name.
- Department of Psychology and all the staff also make themselves available to students and help them to cope with life's challenges
- Students grievances are addressed by the Principal certain issues are addressed by a team of Principal, Vice-Principal, Dean Academics & Senior HODs.
- 22 outbound & 6 career guidance sessions had been conducted during the academic year.
- Special training was given for students who have registered for placement.

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
34	416	347	110

5.8 Details of gender sensitization programmes

All the outreach extension activities were focussed on this aspect. Easy writing, Elocution, Role plays, Nukkad etc. were conducted to students and community target members on this dimension.

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

* 270 students participated in Intensive Household Survey conducted by Telangana Govt.

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	152	15,16,385/-
Financial support from government	42	1,00,190/-
Financial support from other sources	19	1,29,033/-
Number of students who received International/ National recognitions	-	-
UGC	6	18,000/-

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:

- Students who missed their Internal Assessments due to sickness, marriage, visa requirements to Saudi & Jeddah and sports students
- Shortage of attendance
- Exit gate issue with Umanagar Colony residents
- Students of B.Com going for CPT & IPCC coaching
- Fee concession and fee discounts

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- Vision – Holistic Education for Empowerment of Women
- Mission – Motivating students to become Intellectually Competent, Morally Upright, Socially Committed, Emotionally Stable, Spiritually Inspired, Patriotic Women Citizens of India.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

- The Institution takes care of the Industry and societal needs in the planning of the curriculum
- Departments prepare the workload and curriculum plan for the semester, monitored by the Principal
- Changes in the curriculum are made accordingly. Any change in the syllabus however is done once in 3 years unless UGC / State proposes for prior change

6.3.2 Teaching and Learning

- Student Teacher ratio of 20:1 is maintained
- Mikes are provided for common classes
- Most classes are equipped with LCD & smart boards and experiential learning is encouraged
- Innovative teaching methodologies with a lot of support from Management
- College has a Language Lab., Commerce Lab., Mathematic & Statistica Lab.

6.3.3 Examination and Evaluation

- Semester system with Internal & External examination 30:70
- Internal examination consists of one formal written exam of 20 marks and the other 10 is continuous assessment including skill tests
- Backlogs for the UG students are allowed to clear at every semester.
- Minimum credits faculty wise are specified for promotion to the next academic year
- Double evaluation done for PG course
- Backlog exam for PG students is as per O.U rule
- Grading system of evaluation (CGPA) implemented for PG only

6.3.4 Research and Development

- Faculty cell for Research is highly pro-active
- Since monetary benefits are attached to Research more number of faculty members enrol for Research / publication of research papers
- International Travel Grant sanctioned to faculty by UGC- 4
- Faculty awarded Ph.D. 5
- Faculty recognised as Ph.D. supervisors 4
- Faculty pursuing Major Project & Minor Project 20
- Publications by the faculty 93
- Publications by the students 14

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Students have access to library from 8.30 am to 4 pm
- Internet facility is provided
- Library is updated with latest test books, journals etc.
- Apart from the books that students can borrow, the poor students can also take extra books during exams
- International journals are also available for all at the American Corner housed in the college campus.
- Science Lab. & Computer Lab. are well updated

6.3.6 Human Resource Management

- College Management organizes Seminars regularly for the faculty for their personal development.
- Faculty is encouraged to attend Seminars / Workshops conducted at State / National / International level giving them financial support
- Departments are supported in organising Seminars / Workshops at State / National level
- All the activities of the college curricular and co-curricular are carried on through the various committees constituted by the Principal, Vice-Principal, Dean Academic & IQAC coordinator

6.3.7 Faculty and Staff recruitment

Management follows certain rules in the recruitment of faculty keeping in mind the UGC & state recruitment procedures. Importance is given to research experience.

6.3.8 Industry Interaction / Collaboration

- Through Placement Cell
- Industry personnel are members of our Statutory Bodies
- Board of Studies, Academic Council, IQAC, Governing Body
- Through the Alumnae
- Through Guest Lecturers / Workshop
- Through MoUs with industry

6.3.9 Admission of Students

- Management has made a move towards online admission
- Admissions given to more number of students
- Infrastructure expanded to accommodate more students

6.4 Welfare schemes for

Teaching	EPF, Gratuity, Health Insurance
Non teaching	EPF, ESI, Gratuity, Health Insurance
Students	Swarnajwala – Free Education for 1 st generation learners from rural area, Fee Concession, Scholarships, donors contributing to meritorious students, Founded prizes & Gold medals instituted for meritorious students

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	Y	CCE	N	-
Administrative	N	-	N	-

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?

- Management has encouraged innovative methods of evaluation
- The faculty spent much time and energy in understanding the new guidelines of UGC under CBCS pattern and evaluation of internal and external ratio has been increased to 40:60
- Internal evaluation is focussed on experiential & skill based learning

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

- Alumni meetings are held regularly once in three months
- Contribute towards outreach activities
- Organize industry trips to students
- Alumni arrange Guest Faculty
- Alumni arrange Faculty registrations / to International conference
- Alumni awards “Service Excellence” to Faculty
- Alumni members of Academic Council, BOS, Governing Body, to give valuable suggestions.

6.12 Activities and support from the Parent – Teacher Association

- Parent – Teacher meeting held after Internal Assessments and for distribution of marks memorandum
- Parents present during orientation sessions given to Fresher’s
- Parent Teacher meetings regarding any grievances

6.13 Development programmes for support staff

- ICT training provided
- Non-teaching staff are also felicitated on Teacher’s Day
- Senior Office Assistant Farewell programme conducted on International Women’s Day
- Non-Teaching staff allowed to improve their qualification and get promotions
- Non-Teaching staff picnic
- Sports organised for all Non-teaching staff
- Competitions organised on Library Day

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

- NSS planted saplings in the campus
- Prakriti club carried on the following activities as their initiatives towards an eco-friendly campus;
 1. Plant saplings were given instead of flower bouquets while felicitating the faculty on Teachers Day
 2. Arranged trekking for students to explore
 3. Inter college nature fest ‘Avani’ was conducted
 4. Workshop on ‘Solid Waste Management’ for class IV employees was organised by the club.
 5. Recycling of paper and preparing note books for poor school students was carried on by the Science Spectrum Club.

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 Tablets for attendance
- Concept of Class Teacher to monitor the Performance of Students and guiding them on the right path.
- Organised common fest to foster healthy Intra-College competitions as well as events relating to fun and frolic.
- Every 2nd Saturday of the month the Christian students were given faith-formation sessions.
- Higher Ranking of the faculties by India Today and Nielson Company 2016

Science – 15

Arts – 17

Commerce – 19

- Faculty adjudged as experts in CBCS and shared their expertise with many other colleges & University

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

The Actions Taken Report on the AQAR of the previous year are as follows

- Inauguration of Bethel Store for the B.Voc. (RM & IT) course study
- Inauguration of Louis Pasture Research Laboratory on 18 June 2015
- 3 add on courses started in June 2015
- Inauguration of Mass Communication Studio in October 2015
- Several meetings were held with various Core Committees, Academic Council and Boards of Studies under CBCS which were highly for

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

1. Thrust is in signing MoUs with Foreign Universities so that students have an opportunity to study abroad. College has introduced:

- Semester Exchange program with St. Ambrose University
- Semester Study at St. Ambrose University & University of East London
- Opportunities given to students for experiential learning in the US through the American Corner
- Online course on Prevention & safeguarding of children and vulnerable Adults with Pontifical Gregorian University, Rome, Italy

College provides all the information regarding the courses, structure of courses, admission procedures, admission dates, etc. in the prospectus. College website is active and dynamic.

For the General & Vocational courses apart from admissions given to all Christian / Catholic minorities, college strictly follows the merit system. Certain special consideration however is also given to ST / SC / BC, differently-abled and sports students. For Professional course (BMS) the admission process has a 3 tier system – weightage given to written test, group discussion and percentage of marks obtained in the Inter / + 2 level.

2. Catering to Diverse Needs

- Students hailing from non-English language background and those academically poor background are provided remedial classes after the 1st Internal Assessment exams.
- The Class Teacher concept implemented is of great help to students who can approach their respective class Teachers for academic as well as personal guidance.
- In some of the classes the senior students are mentors to the junior students and this peer support is found to be very effective
- College has a professional counsellor who caters to the psychological problems of the students
- For the differently abled students lift is provided so that they are able to move up and down freely, a ramp is also provided for them
- Scribes are given during exams who write the exams, vocally expressed by the students and also extra time is provided for them if they need/

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

7.4 Contribution to environmental awareness / protection

- | |
|--|
| <ul style="list-style-type: none">• The Prakriti club organised various activities to bring about environmental awareness and protection of the environment• Efforts are made by the college also to keep the campus clean and green• College plans to install Solar Panels by the December 2016 which contributes to protection of the environment. |
|--|

7.5 Whether environmental audit was conducted? Yes No

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

- Planning & Evaluation of the academic year is done regularly by each individual departments and together with the Principal as well.
- Strength – Extra-curricular activities by student clubs, faculty well qualified, well trained and dedicated
- Weakness – Documentation
- Opportunity – Exposure, Boosts Self-confidence, internships, placements
- Threats – Demand for admissions to various courses is on the increase. Hence problem in accommodating students in class rooms and labs

8. Plans of institution for next year

- Effective Implementation of CBCS
- Online admissions
- Outsource the premises for income generating purpose the funds of which can be utilised for development

Name : Ms. Margaret Francis

Name : Dr. Sr. Christine Fernandes

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC