

**ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF
IQAC: 2016 – 2017**



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

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR (for the year)

2016 – 2017

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. MHCOGN 18879) -

OR

1.4 NAAC Executive Committee No. & Date:

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

EC/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 2015 – 16 (26.10.2016)
- ii. AQAR 2014 – 15 (26.09.2016)
- iii. AQAR 2013 – 14 (03.08.2016)
- iv. AQAR 2012 - 13 (10.7.2013)
- v. AQAR2011 - 12 (12.07.2012)
- vi. AQAR2010-11 (12.08.2011)
- vii. 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 12

2.2 No. of Administrative/Technical staff 02

2.3 No. of students 10

2.4 No. of Management representatives

2.5 No. of Alumni

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 Day National Conference on “Developing a culture of Quality – Implementing & Sustaining Approaches to Quality in Higher Education

2.14 Significant Activities and contributions made by IQAC

- Introduced CBCS syllabus & course
- Initiated St. Francis Centre for Professional studies
- Introduced one online course
- Introduced 5 skill based courses
- Upgraded ICT & Digitization
- Promoted developmental programs
- Organised Outreach Activities as part of Social Responsibilities
- Conducted Eco-friendly Programs
- Participation from stakeholders

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
Introduction of CBCS Syllabus and Course	The highlight of 2016-17 was the introduction of the CBCS course for the first year students. The staff did a tremendous job of planning and implementing the syllabus. The preceding year was marked with regular meetings within the staff and with the experts from academia, Industry and representatives from the parent, Osmania University. In fact, ours is the only college in Telangana State, to have got approved the syllabus for all the 6 semesters of UG and 4 semesters of PG both at the BOS, Academic Council and the Governing Body meetings. Our students are thus fortunate to know the entire content of their syllabus during their period of study in the college.
Initiation of St. Francis Centre for Professional Studies and launch of Pre-med course	St. Francis College, Centre for Professional Studies in Collaboration with Xavier University School of Medicine, Aruba and Global Medical Education and Research Foundation has started a New Globally recognized Pre Med to MD Program with guaranteed admission for Indian students to Xavier University School of Medicine after the successful completion of the Pre Med course in India. Pre Med to MD Program with Integrated curriculum with Xavier University School of Medicine, Aruba, established under a charter approved by the Aruban Government functional since 2005, enlisted in WHO and approved by the Caribbean Medical Council CAAM-HP, ACCM from Ireland, Ministry of Higher Education Jordan and The Canadian Resident Matching Service (CaRMS).

Introduction of Online Course	Introduction of Online course in collaboration with Arabian Wellness and life Style Management, RAK, UAE
Introduction of 5 Skill Based Courses	<ol style="list-style-type: none"> 1. Data Analytics 2. Digital Marketing and Web Analytics 3. Ethical Hacking 4. Machine Learning 5. Big Data (Hadoop Ecosystem) <p>The courses are open for admission to St. Francis students, alumni and outsiders.</p>
Upgradation of ICT & digitization	<p>E-file System to promote paperless office.</p> <p>Online grievance redressal system.</p> <p>Online fee payment.</p>
Promotion of Development programmes	<p>Workshop conducted for staff on digitization with regard to online attendance.</p> <p>Workshop for office staff on office automation.</p> <p>Orientation programmes for faculty ICT.</p> <p>Counselling session for students are available.</p> <p>Participation in workshops, conferences, seminars and Paper presentation by Faculty and students.</p>
Outreach Activities as part of Institutional Social Responsibilities had been organised	<p>Remedial classes for weaker students</p> <p>Social Outreach Programs to slum-children, street children, Government school children, the prisoners</p> <p>Programmes conducted for Homes for aged, orphanage homes</p> <p>Blood donation camp, Health Camps</p> <p>Book and Clothes donation camps</p>

Conducted Eco-friendly Programs	<p>Prakriti Club has been changing the mindsets of the students and drawing them to work for their future, to save what saves us. They started with planting saplings – A Haritha Haram Program, on Vanmahotsav and put up a 'Green Bazar' in ESCAPE where they sold herbal products and much more.</p> <p>They had their annual inter college Nature fest Avani 2017 in January, which was a zero waste event and a huge success in helping students Realize, Experience and Indulge.</p> <p>Apart from this they have a four year long project called Herbeno, Value Out of Waste (VOW), Terra Conscentia and Ecobox.</p> <p>Organised Swaach Bharat Programs</p> <p>Decreased use of paper and plastic</p>
Participation of stakeholders	<p>Periodical Parent-Teacher interaction</p> <p>Alumni meetings to enhance wholesome education, career orientation and development.</p> <p>Principal interaction with students.</p>

** 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

Annual Report (2016 – 2017) enclosed

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	31	-	21	-
PG Diploma	2	-	2	-
Advanced Diploma	-	-	-	-
Diploma	8	-	8	-
Certificate	11	-	11	-
Others (IDE)	-	2 Online; 5 Skill Based	7	-
Total	59	2	49	-

Interdisciplinary	16	7	56	-
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 (38)
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, the college has introduced CBCS course for the first year students. The staff did a tremendous job of planning and implementing the syllabus which consisted of Core papers, Foundation papers, Open Electives and Discipline Specific Electives. Preceding this several meetings were conducted within the staff and experts drawn from academia, industry, alumnae along with representatives from Osmania University.

We are proud that ours is the only college in Telangana State to have got approved the syllabus for all the 6 semesters of UG and 4 semesters of PG.

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

- St. Francis College, Centre for Professional Studies in Collaboration with Xavier University School of Medicine, Aruba and Global Medical Education and Research Foundation has signed an MoU started a New Globally recognized Pre Med to MD Program with guaranteed admission for Indian students to Xavier University School of Medicine after the successful completion of the Pre Med course in India. Pre Med to MD Program with Integrated curriculum with Xavier University School of Medicine, Aruba, established under a charter approved by the Aruban Government functional since 2005, enlisted in WHO and approved by the Caribbean Medical Council CAAM-HP, ACCM from Ireland, Ministry of Higher Education Jordan and The Canadian Resident Matching Service (CaRMS).
- College signed an MoU with Pontifical Gregorian University Rome for an online course on 'Prevention and safeguarding of Children and Vulnerable Adults'.
- College has signed an MoU with Skill Base and introduced Data Analytics, Digital Marketing and Web Analytics courses are offered.
- Also introduced an online course in collaboration with Arabian Wellness and Life Style Management, RAK, UAE
- The college has signed an MoU with University of Cambridge, UK offer BEC Certificate Course

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
163	117	3	-	43

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
20	-	-	-	-	-	-	-	20	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

5

5

45

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	15	29
Presented papers	6	4	1
Resource Persons	-	1	-

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

- Students-friendly mechanisms are adopted to make the teaching more effective and innovative.
- Academic activities are promoted through creative modalities.
- Healthy interaction between students and faculty which goes beyond the classrooms; Learning beyond curriculum.
- 24X7 Wi-Fi enabled campus providing for technology access.
- All class room equipped with Overhead projectors
- Well-equipped Internet Resource Centre and computer lab.
- Presentations/animations/videos are regularly being used apart from regular conventional black board teaching.
- Group discussions, Case studies, problem based learning practices.
- Continuous evaluations through projects, presentations and quizzes, etc.
- Outside classroom activities for wholesome development of mind and acquiring skills.
- Students are also regularly provided with lab manual of the experiments beforehand in some courses
- Students participate in summer internships and research projects
- PG & UG students are encouraged to present papers at the National & International seminars / Conferences

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 is carried on for the PG courses

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

0	4	9
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as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

80%

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	171		69.5	20.5	-	90
B.Com	328		96.3	1.82	-	98
B.Sc.	385		76.6	11.69	0.25	88
BMS	63		95	1.58	-	100
B.Voc	50		86	2	-	88
PG						
M.Sc. Micro	33		96.97	3.03	-	100
M.Sc. Maths	10		100	-	-	100
M.Sc. Comp. Sc.	14		100	-	-	100
M.Sc. Org. Chem.	22		77.27	4.54	-	82
M.Sc. Finance	44		95.45	-	-	95.45
M.Sc. App. Psy.	31		83.87	16.13	-	100
M.A Mass Comm.	29		93	-	-	93

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

IQAC is working towards implementing a more robust system of evaluation & monitoring.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme (FIP)	-
HRD programmes	10
Orientation programmes	10
Faculty exchange programme	-
Staff training conducted by the university	5
Staff training conducted by other institutions	5
Summer / Winter schools, Workshops, etc.	47
Others	2

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	12	-	-	-
Technical Staff	2	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

All departments have a research component in the existing curriculum.

Financial support is provided to the Academic Conclave to encourage interaction between industry and academia.

Research Labs initiated for encouraging such activities is periodically upgraded.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	2	-
Outlay in Rs. Lakhs	-	25,40,100/-	25,40,100/-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	6	17	23	6
Outlay in Rs. Lakhs	10,95,000/-	35,55,000/-	34,83,852/-	10,94,352/-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	38	43	2
Non-Peer Review Journals	-	-	-
e-Journals	3	1	-
Conference / Workshop proceedings	-	3	-

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	2014-19 2016-17	UGC	25,40,100/-	19,58,000/-
Minor Projects	-	UGC	46,50,000/-	45,75,204/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	71,90,000/-	65,36,204/-

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	-	3	1	-	20
Sponsoring agencies	-	UGC/ NAAC	ICSSR/ College	-	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
21	-	-	3	-	3	15

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

St. Francis College has always given priority to social responsibility. Almost every dept. has endeavoured through its club to organize various activities to the less fortunate of our society – the orphans, old age homes, street children, differently- able, the prisoners and students of the govt. schools.

Every year the college educates 3 students from the rural set up, taking care of their entire needs under the Swarnojwala Scheme.

The Spectrum Club of the 13 Science Depts. - hosted its annual outreach programme ‘GLEE 2016’, on 26 November. 400 students from various government schools in Hyderabad and 70 students from Holy Rosary English Medium High School, Cuddapah were invited for this programme. The Science students both from UG & PG put up exhibits and demonstrated Live Experiments to open to them a whole new aspect of Science. They were also given recycled books from the paper waste collected in college over a period of one month. Refreshments and stationery was sponsored by HSBC. Department of Biochemistry donated water cooler to the Holy Rosary English Medium High School, Cuddapha

Xpression – Outreach Programme – Xpressions initiated an outreach programme, ‘Project Going’ to Aman Vedika Rainbow home, Musheerabad an orphanage for Girls on February 5, 2017. An amount of Rs. 12,900/- was given for improve healthcare and sanitation condition. The students conducted useful workshops on sketching, dance and JAM sessions and handed over goodie bags to them.

Face Club – conducted two outreach activities this year. One was a visit to the old age home. And the second one was to the Jeevan Jyothi Orphanage at Bhoiguda during the Christmas season to bring cheer.

The Department of Social Management has taken up the responsibility to educate from K.G to PG 2 girl children from the slums. On 11th January 2016 Social Management students were instrumental in putting up a Social Outreach Extension activity for 250 street children titled “**UmeedhoKaMela**” which means “A Carnival of Hopes”. It was a day long program with various competitions and fun activity organized for the children.

For the PG 1st year students, community service is part of their curriculum and they have truly done yeoman service to various categories of people as you see them in the photographs.

M.Com Applied Finance 1st Years carried out the following activities:

Awareness of Cashless transactions: students visited Erragadda Rythu Bazar and helped the small vendors in understanding the cashless transaction and also helped in installing and using the BHIM and UPI which are government promoted cashless apps. to small vendors in Raithu bazaar

Career Counselling: The students interacted with classes 8th to 10th of Jawahar Nagar and Vengal Rao Nagar government schools and exposed them to career options and planning. The school students of the government schools were enthusiastic and curious about the opportunities they would get to explore after the completion of 10th grade.

Visit to the Orphanage: students visited Mahima Ministries Orphanage located at Ameenpur, near Chandanagar. They conducted games for them and distributed snacks and stationery for their use.

Visit to the Old Age Home: The students visited Ashraya old age home at Maruthinagar, Miyapur, R.R. District and celebrated Republic Day with the old people. Both the students and the old people had a very good experience celebrating it together. Also they spend the day with the old people in dancing and enquiring their overall wellbeing.

Thanking Banks: students visited in groups of 3, 10 banks each and they gave “Thank You” cards to the bank officials in Hyderabad and Secunderabad in appreciation of the work the officials have put in during the crisis situation of Demonetization. Students received great appreciation from the bank officials and the program was conducted successfully.

The students of MSc-I Psychology conducted an outreach program on “Management of Emotions and Feelings” for the inmates of Cherlapally Central Prison, Hyderabad as a part of their curriculum. The program was conducted in collaboration with “Sahayam Psychological Counseling Centre”, Osmania University, and “Unnati”, headed by Prof. C. Beena, Professor of Psychology. The out-reach spanned across six weekends wherein the students were required to design and conduct modules on basic emotions such as anger, guilt, revenge, depression and so on. The modules were made keeping in mind the context of the inmates and were aimed at altering their ideations about these emotions. The participants appreciated the program as it helped them understand, introspect and deal with the emotions they were going through. The Superintendent of Cherlapally Central Prison, Mr. K. Venkateshwar Reddy was highly appreciative and applauded the students for their efforts. The outcome of this program led to the establishment of PG Psychology Center in the Prison. The interested prisoners can thus pursue their studies in Psychology.

MSc Microbiology: The L V Prasad eye institute contains a fully equipped rehabilitation center where visually impaired people are trained to improve the quality of their life. They organize certain courses to teach visually impaired people Computer skills, technological skills as well as help the students complete their education in any field of their choice. To aid in their educational program, the students of MSc 1 Microbiology were either asked to read out aloud the text books provided to them by the institute, their voices getting recorded to provide as oral material for the visually impaired students. Alternatively, they were asked to type out textbook material, also provided by the institute, into a word document. The institute has programs to convert these documents into Braille which is also used as material for the education programs.

M.A. Mass Communication students had an opportunity to visit TSWEIS and Sakina foundation trust. The underprivileged girls were given education and also accommodation by the *Telangana Social Welfare Educational Institutions Society*. The visit to the school was for 3 days and each day's schedule was planned accordingly. 12 students were sent to the Telangana Social Welfare Institute while the other students who spoke Telugu and could understand were sent to St. Francis High School.

Personality Development sessions included *Confidence, body language, presentation, positive attitude and proper communication*. Animated movies were also shown to the girls. Making them relax after a good fun learning day.

The girls were taught steps on the song ‘Kaalachashma’ and ‘Dhoommachale’. They loved the performance and enjoyed the dance class. The girls were exposed to *Word Building*, vocabulary, Elocution, *Outbound Session*, and Self Defense.

With the kind of interaction and learning taken place, the girls did understand that “to see the change you have to change” “to be good is to do good”.

The students of M.Sc. Mathematics-I conducted the Outreach programme in two places, one at Home for Disabled, Bible House and the other at Vedic Vidhyalayam High School, Sitaphalmandhi. The program involved a week’s of teaching of Mathematics and Spoken English from 3rd to 9th graders.

In the Home for Disabled, cultural programme was presented through which the inmates were made to feel special, and they were also given gifts as a token of love.

At Vedic Vidhyalayam High School, the students were enthusiastic to learn new things and were very welcoming. They were given an understanding into the various aspects involved in teaching, such as planning, preparation and skills needed to manage a class of students. At the end of each day, a Balasabha was organised to bring out their talent. Overall the programme organized was an enriching experience. Importantly, it was wonderful coming to know the children and the love and enthusiasm they had for learning something new.

MSc I Year Computer science students carried on community service programs by offering their services at Masqati Dairy Farm, Parle-G Biscuit Factory, Agricultural Fields (Ramoji Film City), LB Stadium, Telangana State Forest Academy and ICRISAT with the help STARS NGO.

Apart from these, we had a two-day session (on 27th and 28th Jan, 2017) at our college premises in collaboration with HSBC, where students of 6th and 7th standards from Zilla Parishad High School, Madhapur were exposed to the computers in our computer labs. The students imparted them the knowledge about the basics of Computers and taught them to create posters along with teaching them to browse the internet. The program was highly appreciated by the school staff and HSBC employees. School students had an enriching experience and the feedback given to our students was superb.

The MSc Chemistry 1st year students visited the following schools and organization –

AP Social Welfare Residential School for girls, Mahindra Hills
Government High School, Secunderabad
Government Primary School, Mahindra Hills
Sarvodaya Vidyalaya High School, Malkajgiri
Sakina Foundation Trust, Tollichowki

The students taught 6th-10th grade, covering chapters in Maths, Science, and English. Through experimental videos they conducted sessions on Communication skills and personality development. In addition to this, they also demonstrated the preparation of cold cream and liquid soap and donated the same in social welfare schools of boys and girls. At Sakina Foundation Trust, the students donated school bags and stationary to 400 students.

NCC : Cadets were involved in various social events like Yoga day, Anti-drug day, Haritha Haram, Wild life walk, Blind walk, No cash day rally etc.

NSS : 2 winter camps were organised by the NSS Units I, II, III & IV. They worked on issues relating to suicide prevention, controlling diseases spread through mosquitoes, rallies held to bring awareness on clean & green India, Swacha Bharat & Swacha Bharat.

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.	1062	179	UGC + Management	1241
Value of the equipment purchased during the year (Rs. in Lakhs)	60,83,046/-	40,08,742/-	UGC + Management	1,00,91,788/-
Others (Salary)	-	-	Management	8,01,18,235/-

4.2 Computerization of administration and library

Student & Staff RFID Cards, E-Journals, SLIM 21

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2394	9,13,781/-	2811	11,43,938/-	5205	20,57,719/-
Reference Books	701	5,50,666/-	481	2,91,470/-	1182	8,42,136/-
e-Books	-	-	-	-	-	-
Journals	143	1,10,000/-	26	25,000/-	169	1,35,000/-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	725- 276	10,000/-	-	-	725/ 276	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		-	15	30	-
Added	50	2	50	24	-	0	-	-
Total	450	10	450	24	-	15	30	-

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

ICT Training for Teaching Staff was organised for the Department of Computer Science and a half day seminar for Non-teaching staff.

2 Computer Labs added in 1st floor of PG block. 40 new systems were installed. All rooms in college have internet – wifi enabled.

Enterprise Resource planning (ERP) has been initiated and is functioning since 2016.

4.6 Amount spent on maintenance in lakhs :

i) ICT

11,26,621/-

ii) Campus Infrastructure and facilities

21,04,621/-

iii) Equipments

38,44,472/-

iv) Others (Repairs)

38,79,064/-

Total :

98,28,157/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Updates on notice boards and college website to ensure active participation by students in various activities.
- Announcements on public address system during morning assembly.
- e-filing System to promote paperless organization.
- Audio-Visual Board
- Online Attendance system
- Online grievance redressal system.
- Active Placement Cell – Preparing students for internship and jobs

5.2 Efforts made by the institution for tracking the progression

Alumni database has been initiated to capture the relevant information.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3376	420	-	57

(b) No. of students outside the state

30

(c) No. of international students

18

No	%
-	-

Men

No	%
	100

Women

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2523	148	43	522	5	3241	2506	163	47	658	3	3377

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

Counselling : At the beginning of the even semester in November 2016, the PGDCS students created awareness about the Counselling cell and propagated extensively through the campus spreading the message of free and easily available and accessible psychological help to any and all students. The trainees tried to decrease the stigma associated with mental health problems and encouraged students from all the departments in the college to come forward to seek help for their psychological issues. The counselling cell received an overwhelming response. The student counsellors worked together with Ms. Tina F, who was the Counsellor of the college.

Career Guidance

- Career Awareness Week Organised
- Internship fair.
- Study skills workshops for students.
- Conducted Outbound Training for Final Year students of UG & PG
- CV workshop was conducted to help students write their CVs to improve their chances of getting recruited.
- Periodical inputs on Life skills and Communication Skills

No. of students benefitted

307

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
46	523	307	23

5.8 Details of gender sensitization programmes

A paper on Gender sensitization has been introduced for the first years as part of foundation course. Apart from formal lectures, Informal discussion sessions have been organized for students to discuss contemporary social issues. These activities have been further supplemented with exhibitions and presentations in college which interrogate issues such as gender discrimination, women movements and sexual identity. 8th March International Women's Day is celebrated with various competitions and much pride as this is a women's college.

5.9 Students Activities

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

State/ University level

60

National level

40

International level

24

No. of students participated in cultural events

State/ University level

40

National level

23

International level

3

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

Sports : State/ University level

3

National level

70

International level

3

Cultural: State/ University level

-

National level

58

International level

-

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	130	11,95,900/-
Financial support from government	67	3,68,000/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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: of St. Francis College is “Holistic Education for Empowerment of Women”

Mission: Motivating students to become Intellectually Competent, Morally Upright, Emotionally Stable, Spiritually Inspired, Patriotic Women Citizens of India

6.2 Does the Institution has a management Information System Yes

Yes, the college has an academic management portal which takes care of various activities like admissions, attendance and internal assessment, office management, student dealing, accounts and student grievance redresses.

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

6.3.1 Curriculum Development

Several faculty members are involved in course restructuring and revision committees constituted by the Osmania University.

- Principal, Dean Academics and Department Heads looks into overall academic growth and quality improvement
- Work load distribution as per specialization of faculty members
- Examination committee ensures smooth conduct of examinations.
- Several faculty members are active members of University appointed examination committee to frame question papers and evaluate examination scripts.

6.3.2 Teaching and Learning

Well qualified and dedicated faculty.

Healthy interaction between students and faculty which goes beyond the classrooms and Learning beyond curriculum

- Innovative methods are adopted for teaching and learning process
- Remedial classes are held for the students requiring additional help
- Well-equipped library for both faculty and students
- Excellent collection of rare and latest books and journals
- The library is also furnished with special Software
- Regular feedback from students to improve teaching and learning methods
- Dean Academics looks after the overall academic development of the college
- IQAC coordinator looks into quality important aspects of the college

6.3.3 Examination and Evaluation

Continuous assessments and evaluation through different methods like internal assessment test, assignments, presentations, projects etc.

Transparency is maintained in evaluation process

- Examination committee ensures smooth conduct of examinations
- The end semester examination question paper is set by External Members
- The practical examination is conducted with internal and external examiners appointed by the Controller of examination

6.3.4 Research and Development

- Several major and minor projects funded by UGC.
- Research projects are introduced at undergraduate level in all subjects.
- College provides all support for research and development like sanctioning duty leaves, encouraging faculty to interact with faculty from other institutions, including those from abroad.
- Financial incentives are provided to staff presenting papers at the State/National/International seminars/workshops/conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library/ICT has been upgraded to meet the current needs and requirements. Physical infrastructure wherever required has been renovated.

Required instruments in the laboratories are provided

6.3.6 Human Resource Management

Faculty and Staff are encouraged to participate in self-development programmes.

Administration supports faculty, staff and students with necessary and relevant support to optimize their work.

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

Departments are encouraged to make their courses of study relevant to industry.

- Industrial visits, lectures by industry experts and domain experts are regularly conducted.

6.3.9 Admission of Students

The college being a minority institution also caters to socially and economically disadvantaged of our society in admitting them to the extent possible. The general category of students are admitted on merit.

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

7,00,00,000/-

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	UGC	Y	TSCHE
Administrative	Y	UGC	Y	TSCHE

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?

Examination reforms are revised annually and necessary changes made are got approved in the academic council. Under CBCS the examination pattern has been revised with 40:60 Internal & External respectively.

Continuous Assessment has also been revised with 20 marks a common written exam & 20 marks of skill tests left to the discretion of the teacher concerned.

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

- Active participation and contribution by alumni.
- Interaction with alumni through alumni meetings. Alumnae meeting are regularly held once in 3 months
- Involvement of alumni in the BOS, Governing Body, Academic Council and Finance Committee of the college.
- Special lectures, seminars and workshops by alumni are arranged on regular basis through Clubs.
- Outreach Extension (2 major programs undertaken by the alumni)
- Memorial lectures and scholarships, awards, prizes and medals are instituted by the alumni.
- Field Trips organised by the alumnae for students

6.12 Activities and support from the Parent – Teacher Association

Feedback given by parents for improvement is well accepted. Parents have contributed towards infra-structure in the college. Parents have accompanied students for competitions to outstations. Parents have offered their expertise in giving guest lectures on subjects relevant to students – the college stays in touch with parents through SMS

6.13 Development programmes for support staff

Regular seminar is organised at the commencement of the college

May 1st is observed as ‘Workers Day’ and a short programme is organised for them

On ‘Teachers Day’ our support staff too are recognised and awarded.

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

- Well-maintained and environmental friendly campus.
- Tree plantation to mark special occasions.
- Paper recycling with the help of NGOs.
- Constant effort to minimize waste generated in the labs.
- Paperless organization through E-filing system,
- Online Fee payment
- Pakriti Club organises various activities to bring about awareness on clean and green environment

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.

Best Practices:

1. Innovative and creative teaching methodology
2. Training Programs in communication and Life skills for students
3. Active Placements Cell
4. Institute Academic Calendar
5. Publication of College Annual Report
6. Continuous evaluation of students
7. Introduced Pre-Med International Course
8. Skill Development
9. Creating eco-friendly campus
10. 5 MoUs signed with International Universities
11. Exposure to students through Educational Tours
12. Internships and research projects are mandatory for some courses

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

IQAC has developed quality indices to monitor and improve the attendance, results, placement, classroom and lab quality along with improvements in ICT through digitization.

- The Curricula /Syllabi under CBCS pattern has been introduced to ensure program outcome
- Teaching and Non-teaching members are given extensive training programs for enhancing Pedagogical approaches
- Most of the departments have imbibed the quality research culture
- Active learning methods are implemented
- The curricula is revised and improved towards a learner centric approach.
- Faculty are encouraged to submit major and minor project proposals

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

Club Activities

All the 5 faculties of Arts, Commerce, Management & Sciences have each a common student club and a few departments in addition have their individual students club. The activities of these clubs both academic and co-curricular are organized and carried on by the students.

The academic activities focus on guest lectures, debates, quiz, presentations etc. While the co-curricular events are related to cultural and sports. In organizing all these activities at the intra and inter college level, students develop their personalities then contribute to their holistic development.

Promotion of Research

A lot of incentives are given to faculty pursuing their Ph.D, carrying on Minor / Major research or presenting papers at various State / National / International Seminars / Workshops / Conferences.

- Reduction in workload / extra administration responsibilities
- Exemption from invigilation duty during the exams
- Seed money
- Registration /TA/DA paid by college for those presenting papers
- Public Acknowledgement during ‘Teacher’s Day’ celebrations in college and monetary incentive

7.4 Contribution to environmental awareness / protection

- Prakriti an environmental club is formed within the institute and it creates awareness about the issues of environment among the students and the need to protect it.
- It sensitizes the students to take part in Environment and Sustainability related activities.
- The institution is very much committed to preserve and protect environment in its entirety.

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

Human resource:

We have qualified, competent, well experienced and young dynamic faculty and is known for its high retention factor.

Students Outcome:

The pass percentage is consistent with 95% on an average out of which 75% of the students are passing either in distinction or in first class. More than 70% of the students are being placed in highly reputed companies through campus placements. The remaining students are pursuing their higher education, seeking public sector jobs or becoming entrepreneurs.

Alumni:

Strong and active Alumni Association is the strength of the Institution

Research and Consultancy:

The institution has good number of research projects funded by UGC and the college is encouraging its faculty and students to carry out research projects by extending financial support. Good number of consultancy projects is undertaken by the college.

WEAKNESSES:

Research and Consultancy:

Consultancy services has been provided by many of our faculty which is non-monetary

Documentation – students and the faculty carry on so many activities but fail to document them.

OPPORTUNITIES:

Collaborations: Collaborations with Foreign Universities is in progress to get admission for further studies.

Continuous learning: Continuous learning facilities are available for faculty and students. The employability skills of the students can be improved..

Development Programs: Skills and Personality development programs are available and opportunity is available for further enhancement.

Enhance Industry-Academia Interface: Through Field visits and exposures

Changing Trends: Fast changing in national and global trends in technology and marketing policies.

8. Plans of institution for next year

- To complete the 4th cycle of Accreditation by the NAAC.
- To strengthen the teaching learning process and monitor the academic progress under CBCS structure.
- To improve digitization in admission, attendance, results and other areas of academic enrichment, ERP has been initiated
- To enhance the collaborative programs with foreign universities
- To initiate and strengthen green initiatives and conduct energy and green audit.
- To strengthen the department research centres.
- Improve placements in core sectors.
- Instal Solar Panel & thus conserve energy

Best Practice - I **Improving Teaching and Learning Process**

The teaching /learning process starts with designing of a lecture plan by the faculty. The students are briefed in advance on the lecture plan. The faculty then initiates a discussion through various modalities with the learners before defining the objectives. The objectives of the lectures are defined to specify to the learner the learning outcomes. The learners are given the opportunity during the lecture/discussions and questioning is encouraged at all levels. An aspect very unique about our teaching /learning process is the freedom given to learners to share their views and ideas. The learner is the part of the learning process rather than just a spectator of the same. A major limitation of the teaching /learning process is the time constraint. The facilitators have various ideas which they would like to implement in their class, however due to paucity of time all of them cannot be implemented.

Holistic learning is encouraged through the continuous evaluation system. Various forms of assessment are used for continuous evaluation such as group discussions, assignments, PowerPoint presentations, class test, projects etc.

Various co-curricular activities are also organized for the students. These activities give an opportunity to the students to apply theoretical knowledge into application.

Name : Ms. Margaret Francis

Name : Dr. Sr. Christine Fernandes

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC