

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC: 2013-14



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

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR (for the year)

2013-14

1. Details of the Institution

1.1 Name of the Institution

St. Francis College for Women

1.2 Address Line 1

Road no. 6, Uma nagar,

Address Line 2

Kundanbagh, Begumpet

City/Town

Hyderabad

State

Telangana

Pin Code

500016

Institution e-mail address

info@sfc.ac.in

Contact Nos.

040-23403200

Name of the Head of the Institution:

Dr. Sr. Alphonsa Vattoly

Tel. No. with STD Code:

040-23418308

Mobile :

09441618768

Name of the IQAC Co-ordinator :

Mobile :

IQAC e-mail address :

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)*

1.5 Website address :

Web-link of the AQAR:

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

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 2012 - 13 (10.7.2013)
- ii. AQAR2011 - 12 (12.07.2012)
- iii. AQAR2010-11 (12.08.2011)
- iv. 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 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)

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)

-

UGC-COP Programmes

✓

2. IQAC Composition and Activities

2.1 No. of Teachers

40

2.2 No. of Administrative/Technical staff

05

2.3 No. of students

12

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

- Conducted the two day UGC sponsored National Seminar on Holistic Education – integrating Curriculum with Co curriculum
- The outcome of this was the publishing of the proceedings in the book titled, Recognizing Holistic Learning for Quality Enhancement, Integrating Curriculum with Co- curriculum, Excel India Publishers, New Delhi, 2013, ISBN: 978-93- 82880-49-3
- Conducted Planning and Evaluation meeting and took stock of the achievements of every department
- Took a feedback from students of the various aspects of college life
- Self appraisal of all newly appointed teachers every month

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"> • Working towards holistic education • Instilling discipline in students 	<ul style="list-style-type: none"> • The highlights of the IQAC activities was the conducting of the two day National Seminar on Holistic Education – integrating Curriculum with Co curriculum • The two outcomes of this was the publishing of the proceedings in the book titled, Recognizing Holistic Learning for Quality Enhancement, Integrating Curriculum with Co- curriculum, Excel India Publishers, New Delhi, 2013, ISBN: 978-93- 82880-49-3 • The implementation of some of the outcomes into college life in the direction of Holistic Education include <ol style="list-style-type: none"> 1. The different faculties were made in charge of taking initiatives in one area of college life to ensure the holistic education – The Social Sciences – cultural activities, The Humanities – Literary activities – The Science faculty – Seminars and Workshops and Commerce and Management – the fest

	<ul style="list-style-type: none"> • Two meetings were conducted for the SQC students and they were enlightened on the role they have to play to enhance quality in college life. • The feedback was collected about the various areas of college life by the SQC reps and consolidated by the IQAC reps and submitted to us and the deliberations on that were done faculty wise by the Principal. • To encourage the new staff to get accustomed soon to the culture of St. Francis a self appraisal form is to be submitted by them and the consolidated report of those departments that submitted are compiled and will be given to the Principal at the end of the Academic year • The monthly shortage of attendance list to be put up by the departments is monitored by the IQAC every month. • The IQAC along with the Academic Audit cell also worked towards organizing and conducting of the Remedial sessions for students. • IQAC and Academic Audit cell conducted a feedback of the recently concluded odd semester exams. The feedback was consolidated and the follow up meeting was held with the Controller of Exams
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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

The members were very appreciative of the work done by IQAC
The IQAC resolved to ensure not to sustain but enhance quality in every area of college life

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	6	-	-	-
UG	7	-	-	2
PG Diploma	2	-	-	2
Advanced Diploma	-	-	-	-
Diploma	2	2	-	4
Certificate	20	-	-	20
Others (IDE)	20	1	-	20
Total	57	3	-	48

Interdisciplinary	20			
Innovative				

✓ ✓ ✓ ✓

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Yes
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

- Three new subject combinations were added in science faculty.
- New Diploma programme in Digital photography and IPR was included

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

Indoor stadium for the sports department/Nutrition and new Psychology lab/state of the art Mass Communication Studio

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
141	88	4	-	49

2.2 No. of permanent faculty with Ph.D.

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									

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	40	10
Presented	5	35	5
Resource Persons	-	-	5

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

College provided for ICT based tools to strengthen class room teaching

Language lab for English students to improve communication skills

Introduction of Semester study abroad programme

2.7 Total No. of actual teaching days during this academic year 150

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, online testing

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 1 0 0

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 %
BA	131		72	30	1	79
B.Com Gen	70		46	18	1	93
B.Com FT	49		43	02		92
B.Com Prof	72		67	4		99
B.Com Comp	49		43	1		90
B.Sc.	204		130	18		73
BMS	53		52	-		98

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

Regular feedback on various curricular aspects is taken from the students. Staff with less than 3 years experience are made to do a self appraisal every month.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	150
Orientation programmes	40
Faculty exchange programme	-
Staff training conducted by the university	5
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	125
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	65	-	-	-
Technical Staff	20	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Bench mark set by the IQAC along with Principal to encourage the increase of Minor and Major Research projects Pursue Research culture among the staff

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	4	-	1
Outlay in Rs. Lakhs	-	34	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	.8	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	4	16	-
e-Journals	-	-	-
Conference proceedings	1	30	10

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	2011-15	UGC	34	25
Minor Projects	2011-12	UGC	80,000/-	70,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

5

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 Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		2	3		
Sponsoring agencies		UGC	College		

3.12 No. of faculty served as experts, chairpersons or resource person 12

3.13 No. of collaborations International 3 National 1 Any other 1

3.14 No. of linkages created during this year 1

3.15 Total budget for research for current year in lakhs :

From funding agency 7,93,800/- From Management of University/College 2

Total 9.93,800

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
2	-	2	-	-	-	-

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

- Blood donation camp, World cancer day, Breast cancer awareness, World Aids day, Human Rights day
- Rural Student adoption programmes – every year 3 students' entire expenditure is sponsored

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			
Class rooms	75			
Laboratories	20	2		
Seminar Halls	5			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	10		UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)	42,40,284/-		UGC	
Others				

4.2 Computerization of administration and library

- The staff, student data and admission information is computerised
- The library services are fully computerised with updated software SLIM 21
- Access to E journals are provided

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	50,000	15,00,000/-	1595	7,29,942/-	501595	22,29,942/-
Reference Books	10,000	5,00,000/-	615	3,16,949/-	10615	8,16,949/-
e-Books	-	-	-	-	-	-
Journals	100	1,00,000/-	41	73,024/-	141	1,73,024/-
e-Journals	10	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	876	10,000/-	125	5,000/-	725	15,000/-
Others (specify)			-			

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	380	7	Entire college-wi-fi	Entire college-wifi	5		40	
Added	20	1					10	
Total	400	8					50	

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

10,00,000

4.6 Amount spent on maintenance in lakhs :

i) ICT

5,52,370/-

ii) Campus Infrastructure and facilities

1,0388,506/-

iii) Equipments

3,81,352/-

iv) Others

1,55,492/-

Total :

11,477,72/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Regular SQC meetings are held and students are made aware of the support services like scholarships and sponsorship programmes

5.2 Efforts made by the institution for tracking the progression

The class teachers regularly monitor and take stock of the student progression

The alumnae directory records the progression of the ex students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2900	100	-	50

(b) No. of students outside the state

500

(c) No. of international students

4

No	%

Men

No	%
2900	100

Women

Last Year -2012-13						This Year 2013-14					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1687	68	17	282	4	2371	2,061	103	27	392	6	2855

Demand ratio - 1:2

Dropout % - 5%

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

The syllabus of many of the relevant subjects are modified to suit the requirements of the students preparing for competitive exams.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations : NA

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

383 students registered for placement cell
214 received offers
Regular workshops and seminars on career guidance and tips to face interviews are conducted by the placement cell

No. of students benefitted

214

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
35	383	214	100

5.8 Details of gender sensitization programmes

All women's college but still the women's cell addresses the essence of sensitization and empowerment

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	19	12,00,000/-
Financial support from government	15	16,824/-
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: No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- Our Vision Inspired by the visionary dynamism of St. Bartholomea, the Foundress of the Sisters of Charity, St. Francis College has its vision “Holistic Education for the Empowerment of Women”
- Our Mission is to help students develop into – Intellectually Competent – Morally Upright – Socially Committed – Emotionally Stable – Spiritually Inspired – Patriotic Women citizens of India
- The academic sessions, the Human Values Classes, the NSS, Sports and NCC activities reflect the goal and objectives of the institution

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

Changes in syllabus once n in 3 years to suit the needs of the industry and Higher Education

6.3.2 Teaching and Learning

Maintaining student teacher ration – 20:1

6.3.3 Examination and Evaluation

Time bound publication of results

6.3.4 Research and Development

Pro active Research cell
More teachers enrol for M.Phil. and Ph.D.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Student friendly timings
More books available to students

6.3.6 Human Resource Management

Staff encouraged to attend orientation and
Refresher courses conducted by UGC

6.3.7 Faculty and Staff recruitment

Recruitment based strictly on merit and research
experience

6.3.8 Industry Interaction / Collaboration

Guest lectures
MOU's with Industry

6.3.9 Admission of Students

Increased the intake of student in popular courses
by 10% to accommodate more aspiring students

6.4 Welfare schemes for

Teaching	1,05,60,000
Non teaching	1 and 2 together
Students	3,40,00,000

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	Y	AAC
Administrative	Y	CCE	Y	AAC

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?

In order to introduce more innovative methods of evaluation the ration of internal and external is increased to 40:60

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

- Regular alumnae meetings are held annually. The alumnae does outreach work.
- Helps in facilitating industry trips for students. They also come for guest lectures.

6.12 Activities and support from the Parent – Teacher Association

- The college meets the parents regularly thrice a year
- Those who do not perform up to the mark those parents are contacted more frequently

6.13 Development programmes for support staff

Regular training and orientation programmes are conducted annually

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

- The environment club Prakriti ensures that plants and trees in the campus are safe
- Efforts are made to plant new samplings every year in the campus

Criterion – VII

7. Innovations and Best Practices

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

- A new curriculum on value Education and Professional ethics designed for the use this year
- Greater emphasis on coordinating curricular with cocurricular to provide holistic education for students was done , It yielded very positive results

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

The implementation of some of the outcomes into college life in the direction of Holistic Education include

1. The different faculties were made in charge of taking initiatives in one area of college life to ensure the holistic education – The Social Sciences – cultural activities, The Humanities – Literary activities – The Science faculty – Seminars and Workshops and Commerce and

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

Integrating value education and faith formation into the mainstream courses. A course on ‘Human Values’ for the First and the Second year Under-graduate students is an endeavour to guide and counsel young minds

- The college has a very vibrant web presence on the Internet and various Social Media platforms.

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

7.4 Contribution to environmental awareness / protection

The Prakriti club the environment club of the college ensures that regular awareness of environment protection is done in the college campus

A bio waste pit is also dug in the college campus to recycle the waste products

7.5 Whether environmental audit was conducted? Yes No

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

No

8. Plans of institution for next year

- Increase the student intake in all the courses both undergraduate and postgraduate courses
- Optimal utilization of resources, especially class rooms and laboratories
- Staggering of college timing to ensure maximum utilization of laboratories
- Concerted efforts to significantly advance research in various disciplines

Name : Dr. Uma Joseph

Name : Dr. Sr. Alphonsa Vattoly

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC