

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC: 2017- 2018



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

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR (for the year)

2017 – 2018

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 :

Name of the IQAC Co-ordinator :

Mobile :

IQAC e-mail address:

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)

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 2016 – 17(26.10.2016)
- ii. AQAR 2015 – 16 (26.10.2016)
- iii. AQAR 2014 – 15 (26.09.2016)
- iv. AQAR 2013 – 14 (03.08.2016)
- v. AQAR 2012 - 13 (10.7.2013)
- vi. AQAR2011 - 12 (12.07.2012)
- vii. AQAR2010-11 (12.08.2011)
- viii. 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

2.14 Significant Activities and contributions made by IQAC

<ul style="list-style-type: none"> • Orientation-CBCS syllabus & course • Initiated St. Francis Centre for Professional studies • Introduced one Certificate course and Diploma program • 2 more Memorandum of Understanding (MOUs)- signed: California Baptist University, USA and Data Security – HakerU, Israel. • Development Programmes for Staff, Faculty and Students • Upgraded ICT & Digitization • Fulfilling Social Responsibilities • Conducted Eco-friendly Programs • Participation from stakeholders
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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
Orientation of CBCS Syllabus and Course	The highlight of 2017-18 was orientation of the CBCS course for the first year students. The staff did a tremendous job in orienting the students 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.
St. Francis Centre for Professional Studies and 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).

	<p>White Coat ceremony for the 1st batch of Pre-med students of Xavier University School of Medicine and St. Francis College for Women was held on 2nd January, 2018. The ceremony symbolizes the mark of welcoming the students into Medical profession for dedicated patient care.</p>
Introduction of New Course	<p>College had the privilege of signing 2 more Memorandum of Understanding (MOUs): California Baptist University, USA and Data Security – HakerU, Israel.</p> <p>2 new courses were introduced by Department of Microbiology in collaboration with Global Medical Education Research Foundation for science students:</p> <ul style="list-style-type: none"> • Certificate course in Molecular Diagnostics • Diploma course in Clinical Nutrition and Dietetics
Implementation 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>Orientation for students</p> <p>Counselling for students</p> <p>Participation in workshops, conferences, seminars and Paper presentation by Faculty and students.</p> <p>Faculty Development Programs for staff</p> <p>Grail: Coaching and guidance sessions were conducted for final year UG students by staff.</p>

<p>Outreach Activities as part of Institutional Social Responsibilities had been organised</p>	<p>Remedial classes for weaker students</p> <p>Social Outreach Programs to slum-children, street children, Government school children, the prisoners</p> <p>Students were involved in providing the oral material for the visually impaired students. Alternatively, they also type text book material provided by the LV Prasad eye institute into a word document which would be converted into Braille.</p> <p>Glee- annual tradition of inviting school students into the college campus and present to them an array of science exhibits</p> <p>AIKARTHYA - Social Outreach Initiative- collaborated with Teach for India to reach out to the under privileged children in government and low-income private schools of the twin cities.</p> <p>Revive – recycling of waste</p> <p>Spreading awareness about environmental protection by teaching and encouraging youngsters to use paper bags</p> <p>“Swachhata Pakhwada” started with the objective of bringing a fortnight of intense focus on the issues and practices of Swachhata by engaging GOI Ministries/ Departments in their jurisdictions, and carried out with great enthusiasm by the staff and students of the college</p> <p>Blood donation camp, Health Camps</p> <p>Book and Clothes donation camps</p>
<p>Conducted Eco-friendly Programs</p>	<ul style="list-style-type: none"> • Green Campus Day: Students planted one hundred saplings in and around the college campus. • Study on garbage cleaning spaces <p>Project Herbano (the Herbal Garden) was initiated on 4th of September by the volunteers who wanted to start a tiny green wave through their green fingers. The motive of the project was to establish a direct connect with nature by building and nurturing a herbal garden.</p> <ul style="list-style-type: none"> • The Prakriti Club initiated Solid Waste Management in the college premises • Orientation sessions were organized for the house keeping staff on the segregation of waste into various categories such as dry and wet biodegradable and non-biodegradable waste and toxic waste. The waste was then collected by ‘Toter’ an online company that deals with collection and disposal of waste effectively. • Inter Collegiate Nature Fest, was organised with

	the theme 'Sustainable Living'. Events organized were - Green Entrepreneurship, Express Nature (Talent Show) and Battle for Nature (Debate). The 'Green Bazaar' had stalls offering eco-friendly alternatives, healthy wholesome food choices, art and handicrafts
Participation of stakeholders	Periodical Parent-Teacher interaction Alumni meetings to enhance wholesome education, career orientation and development.

Academic Calendar 2017- 2018 attached 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

Report was discussed in detail and approved by the Management

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	1	-	1	-
PG	7	-	7	-
UG	31	-	21	-
PG Diploma	2	1	3	-
Advanced Diploma	-	-	-	-
Diploma	8	-	8	-
Certificate	11	1	12	-
Others (IDE)	-2 Online; 5 Skill Based		7	-
Total	67	2	59	-

Interdisciplinary	16	7	23	-
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 reviewed CBCS course for the PG students and brought in few changes. 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.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
141	138	3	-	-

2.2 No. of permanent faculty with Ph.D.

30

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

2

30

45

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	29	4
Presented papers	12	29	4
Resource Persons	-	1	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				
		Number passed	I %	II %	III %	Pass %
UG						
BA	197	180	146	32	2	91
B.Com	340	329	311	18		97
B.Sc.	402	345	299	46	-	86
BMS	67	66	65	01	-	99
B.Voc (RM&IT)	43	41	40	01	-	95
B.Voc (IM)	20	16	13	03	-	80
M.Sc. Micro	32	32	-	-	-	100
M.Sc. Maths	16	14	-	-	-	88
M.Sc. Comp. Sc.	34	33	-	-	-	97
M.Sc. Org. Chem.	31	30	-	-	-	97
M.Com. Finance	48	47	-	-	-	98
M.Sc. App. Psy.	30	26	-	-	-	87
M.A Mass Comm.	20	20	-	-	-	100

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	23	-	-	-
Technical Staff	4	-	-	-

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.

Project compulsory for PG and UG students

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	1	1	-	-
Outlay in Rs. Lakhs	25,40,100/-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	11	3	-	-
Outlay in Rs. Lakhs	1,75376			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	35	35	-
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

₹5000

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	1	-	-	36
Sponsoring agencies	American corner	UGC/NAAC	-	-	College

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

15

3.13 No. of collaborations

International

4

National

-

Any other

-

3.14 No. of linkages created during this year

2

3.15 Total budget for research for current year in lakhs :

From funding agency

-

From Management of University/College

30,00,000/-

Total

30,00,000/-

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
9

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

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level - State level 400

National level - International level -

3.22 No. of students participated in NCC events:

University level 73 State level 4

National level 1 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 4 State level 5

National level 2 International level -

3.25 No. of Extension activities organized

University forum - College forum 19

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 2017’, on 30th November. Students from Radcliffe school and St. Andrews school 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.

Club Xpressions outreach Program - 18-2-2018. Students from the Xpressions club went to an orphanage located in Vijay Nagar colony. The students interacted with the boys ranging from 7 -15 years, conducted some games and then provided them with lunch. It was an unforgettable experience as the orphan children felt happy to receive also some gifts.

AIKARTHYA - Social Outreach Initiative – 25th February 2018

The social outreach initiative wing of ARISTA collaborated with Teach for India to reach out to the under privileged children in government and low-income private schools of the twin cities. 10 schools visited the college auditorium where the 14 teams proudly presented their group of children community they were working with. The Chief Guest of the event was Ms.Manju Gupta, who an active Rotarian belonging to the Rotary club of

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.

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.

M.Com Applied Finance-I focused on spreading awareness about environmental protection by teaching and encouraging youngsters to use paper bags. Underprivileged school children in St. Andrews high School- Somajiguda were met, given simple yet inspiring talk about the possible choices in higher education, the probable careers that are awaiting the learned and why they appeal. The little minds were encouraged to make clear choices. Celebrating “Joy of giving” was with the underprivileged children and the old age home. “College Social Reach out” (CSR) was the most satisfying and fulfilling activity organized in the college and 50% of the total revenue, was donated to a charitable organization for their grocery purchases.

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.

PG Chemistry first year students went to government schools and an orphanage in the city as part of their Social Outreach Programme. They visited Sarvodaya Vidyalaya and Seth Banwarilal in Secunderabad, a primary school in Addagutta and Kamalamma orphanage in the vicinity. The visit gently reminded the students to do their part to educate young India.

The students of **M.Sc Mathematics-I** went to St. Andrews High School Somajiguda. A total of 24 students taught the children from Pre-primary to 10th grade. The children were quite cooperative and showed great interest in what was being taught.

The students of **M.Sc Computer Science-I** went to St. Philomena high school, Bhoiguda, Hyderabad. High school students of 6th, 7th, 8th and 9th class were taught key concepts in MS-Word, MS-Excel, MS-Access and other office automation tools like Flash. They also prepared charts for better visualization of concepts and handed them to school students to place them in their respective class rooms. Two students assisted our non-teaching staff in the college office.

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.	1241	2	UGC + Management	1243
Value of the equipment purchased during the year (Rs. in Lakhs)	₹1,00,91,788/-	₹24,18,973	UGC + Management	₹12,5107,61
Others (Salary)	-	-	Management	

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	784	₹.209223	226	₹107744	1010	₹316967
Reference Books	1990	₹737529	506	₹224653	2496	₹962812
e-Books						
Journals	169	₹183585	-	-	169	₹183585
e-Journals						
Digital Database						
CD & Video	1001	-	-	-	1001	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	450	08	450	1	09 labs	11	30	126
Added	145	1	145	-	-	-	-	-
Total	595	Labs-09 (402)	595	1 (22 Systems)	09 Labs	11	48	126

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

Rs. 18,10,120

ii) Campus Infrastructure and facilities &

iii) Equipments
&
Others (Repairs)

Rs. 22,56,32,493

Total :

Rs. 22,74,42,613

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
- Regular feedback from students and address their grievances

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
3498	443	05	

(b) No. of students outside the state

UG-119
PG-61

(c) No. of international students

UG-26
PG-02

No	%
-	-

Men

No	%
	100

Women

	Last Year (2016-17)						This Year (2016-17)					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG	2509	163	47	658	3	3377	2413	180	50	855	02	3498
PG	336	11	05	68	-	420	338	20	06	79	-	443

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

152

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 : regular counselling sessions are organized. College Counsellor is available in campus to counsel the students.

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

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
41	640	352	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 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	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, 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

Rs. 6,45,88957

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. 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 :Dr. Swaswathi Choudhury

Signature of the Coordinator, IQAC

Name : Dr. Sr. Christine Fernandes

Signature of the Chairperson, IQAC