



SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

ST. FRANCIS COLLEGE FOR WOMEN (AUTONOMOUS)

STREET 6,UMA NAGAR, BEGUMPET

500016

www.sfc.ac.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

St. Francis College for Women is a Catholic Minority Institution founded by the Sisters of Charity -St. Bartholomea Capitanio and St. Vincenza Gerosa in 1959, for holistic education of women. St.Francis derives its inspiration from the person and teachings of Jesus Christ, who is its “norm, protector and guide”. As a minority institution it reserves for itself its inherent and constitutional right (Art 30[1]) with regard to management and administration. It is primarily for Catholics but also admits students of other sections of society. Autonomy was conferred on the college by the University Grants Commission (UGC) in 1988. Since then the college has proved to be a trendsetter in academic development, with a commitment to a value system and qualitative self-improvement. The college was accredited with 5 stars by NAAC (National Assessment And Accreditation Council) in the year 1999, and re-accredited with ‘A’ grade in the year 2006. The rigorous NAAC accreditation process continued for the third cycle with ‘A’ grade in September, 2012. The College is affiliated to Osmania University. It is one of the first autonomous colleges in the twin cities of Hyderabad and Secunderabad to have completed 30 years of Autonomy in 2019 .In 2004, UGC declared the college as a ‘College with Potential for Excellence(CPE)’ and this has been granted extension up to 2019. The college is in its 60th year of meaningful existence in the society offering an array of academic programmes along with varied co-curricular activities, civic and social responsibility initiatives, physical fitness and value education. In the National Institutional Ranking Framework (NIRF), MHRD, Govt.of India, our college has been ranked among under colleges in Higher Education Institutions in 2019.

Vision

The vision of the college is Holistic Education for the Empowerment of Women, inspired by the great Visionary and Founder of the Sisters of Charity, St.Bartholomea Capitanio.

The vision of the college is the fulcrum around which every activity of the college is structured. The vision of holistic education for the empowerment of women is constantly interpreted in terms of the changing needs of society in the introduction of curricular, co- curricular and extra curricular programmes.

Every Department and auxiliary service in the college is turned to the needs of our students in empowering them as competent and confident woman. The alumnae carry this vision as they fulfill their duties to society and thus the vision of the college is extrapolated manifold in society.

Mission

Motivating students to become

- Intellectually Competent
- Morally Upright
- Socially Committed
- Emotionally Stable
- Spiritually Inspired

- Patriotic Women citizens of India

The mission statement of the college plays a supporting role in the fulfillment of the vision that the management has for the college.

Six distinct areas are identified as the thrust areas in the institution for focussed strategic planning. Every single day the activities offered to the students are carefully thought of, planned and executed in order that the students are thoroughly equipped with every advantage that is necessary for their empowerment.

The faculty and administrative staff contribute to the efficient planning and smooth execution of all activities.

Every year feedback forms the basis for control and improvement of the programmes offered thus ensuring that the intellectual competence, moral uprightness, emotional stability, social commitment, spiritual inspiration and patriotism is assured.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Management commitment to Holistic Education and Empowerment of Women; Committed to ISR (Institutional Social Responsibility)
- Vibrant Student Community.Promoting Leadership Skills through Student Clubs
- National & International Collaborations
- Innovative Curriculum
- Well Qualified and Competent Faculty
- ICT Enabled Teaching, Learning & Evaluation
- Well Equipped & Automated Library
- ERP Supported Administration
- Inclusive Quality Policy
- Strategic Location
- Goodwill in the Community and Recognized Brand Value
- Impressive student Progression
- Excellent Infrastructure with Optimum utilization of available resources
- Skilled Technical staff and Dedicated Support Staff
- Commitment to Green Initiatives and self sustainability
- Secure Campus Environment for Conducive Learning
- Active Alumni Association partnering in Curricular, Co-curricular and Social Out Reach

Institutional Weakness

- Space constraint hindering expansion of academic programs.
- Insufficient Financial Support.
- Inability to monetize Consultancy & Patenting.

Institutional Opportunity

- Introduction of more Skill Oriented, Post Graduate and Online programmes
- Scope for more Research centres to facilitate PhD Guidance
- Establishment of a Centre for Women's Studies
- Be a Nodal centre for Capacity Building
- Become a Deemed University
- Promote Industry Academia Interface
- Setup an Incubation Centre
- Design and implement Innovative Pedagogies

Institutional Challenge

- Receiving grants from Government and Non-government Organizations
- Constraints in exercising Autonomy
- 43 government aided teaching posts yet to be sanctioned by the state government enhancing financial burden of the college.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

As an autonomous college affiliated to Osmania University, the college enjoys autonomy at the undergraduate and post graduate level in matters of designing the courses and syllabi, innovative teaching and methodology, devising methods of evaluation and examination. Through its curriculum, the college strives to set and achieve high standards in education by periodically restructuring courses, catering to professional needs in a rapidly evolving and competitive society. In order to promote growth and innovation, the college has choice based credit system from the year 2005- 2006 in a phased manner. All the departments have revised their course curriculum by adopting CBCS in 2016 with inputs from members of Board of Studies, Academic Council and Governing body. Curriculum revision has been carried out taking into consideration the opportunities for higher education, employment, skill development and relevant open electives and skill enhancement electives are being offered under the CBCS Curriculum. Field projects and internships are an integral part of the new curriculum. Courses on Gender Sensitization, Human Values and Professional ethics, Environmental Studies, Legal Awareness, IPR are offered to students. The feedback mechanism is also comprehensive as it encompasses students, Faculty, Alumni, parents and their feedback on curriculum is considered valuable. International collaborations through MoU's with institutions of repute have facilitated Faculty and student exchange programmes which has enriched the curriculum. Few of the Faculty members are part of the Board of Studies of the University.

College also offers certificate courses and PG Diploma Programs - PGDHRM, Advanced Diploma in Nutrition and Dietetics and PGD in Counselling.

Teaching-learning and Evaluation

Pursuit of academic excellence is one of the top priorities of the college. The college has a dedicated teaching fraternity that plans the academic schedule at the beginning of the academic year. Teaching-learning is a two way process of imparting knowledge and encouraging independent thinking. The teaching methodology

includes lectures, seminars, project work, field trips and practical experience in industrial and research laboratories. With an impressive strength of dynamic faculty in the college, several student centric teaching methods facilitated by the use of ICT tools has made the teaching learning process an engaging experience. The admission process in the college is transparent with the college adopting online admission procedure where merit cum reservation based seat allotment is followed. Admission to differentially abled, sports and economically weaker sections is an integral part of the admission policy. Counselling cell with qualified counsellors is an added feature of the college facilitating students in the process of growth and positive wellbeing. Its sole directive is to help student help themselves under expert guidance. The continuous financial support and encouragement from management towards faculty development has facilitated their participation in several seminars and conferences. The evaluation process includes continuous assessment and external evaluation of undergraduate papers. Post graduate papers are subjected to double evaluation. The examination process is completely automated and a grievance mechanism is in place to take care of student cavils.

Research, Innovations and Extension

Research in the institution is governed by a well-defined Research Promotion Policy. The Institution supports unaided faculty with paid leave to pursue Ph.D. Several faculty members have undertaken major and minor research projects and faculty are recognised as research guides. Faculty have also published papers in journals of repute. Central instrumentation facility with state of the art equipment is available for use by all science departments. The Faculty of the college engages in consultancy and extension services. Extension and several outreach programmes are conducted through NCC and NSS with active student participation on a routine basis. As a part of service learning, outreach is a compulsory component for Post Graduate students. "SWARNOJWALA- Rural Student Adoption Programme" is a flagship programme of the college to support rural students for their education. The Institution has a number of functional MoU's with institutions abroad and US Consulate, the college also had academic linkages with British Council and JCI Hyderabad, Red Ribbon Club for social outreach.

Infrastructure and Learning Resources

The college has separate Undergraduate and Post Graduate blocks. Spacious classrooms and seminar halls, with ICT enabled facilities and Auditorium are available. Students are endowed with renewed learning spaces in good conditions to achieve expected academic and holistic results. There is a planned budget allocation for infrastructure augmentation and maintenance. Central instrumentation facility with state of the art equipment has enhanced research quality. Students to computer ratio is reasonable for effective learning. Library is completely automated, well-staffed, equipped with INFLIBNET, Wi-Fi facility, internet lab and photo copying facility. Annual funds are allocated for purchase of books and journals. Library has 83000 books. Borrowing of Library books is digitised. Each book has unique barcode. Language lab was established for the skill development in languages. Internet access is free for students and staff. There are ample spaces for entertainment, sports and cultural activities. The Indoor stadium is one of its kind that hosts sports events. The college has a multi-purpose indoor stadium with an area of 11,011 sq ft. The stadium was inaugurated in March 2014 and is available to students and sports enthusiasts and also to others who would like to avail the coaching facilities. Spacious Gymnasium with an area of 1100 sq ft with 9 cardio stations, tread mills, upright bikes was established in the year 2006. It has facilities for cardio-training, strength/endurance training and functional training. A total of 3 trainers work in shifts to help students and faculty members achieve their fitness goals. It also provides yoga and personal training for its participants upon request. Mass Communication Lab and studio housed in Sr. Maria Franco Multimedia Centre has state of the art sound proof Television studio along with

Green Room equipped with a Teleprompter and Video editing equipments such as 4 Avid systems, 7 Adobe premiere- PRO systems, FCP in 4 Mac systems, 27 DSLR Cameras, 5D Mark 3 Cameras, 6 Lapel Mikes and 5 Video cameras and Print Media Lab.

Student Support and Progression

Student progression has been impressive over the years with low dropout rates. College has a placement cell and placement record has been on a rising trend over the years. Institution provides financial support in the form of fee concessions to deserving students. Student grievances are addressed by the student grievance redressal committee. Scholarships from Government and Non- Government agencies are provided to the deserving students. Several courses to provide vocational educational training and research orientation at the under graduate level are offered in the curriculum. Internship opportunities are available to students through collaboration with reputed companies. Faculty wise Student clubs provide opportunities to students to develop and showcase their extracurricular activities.

Alumnae are in prominent and respectable positions in Government services and abroad. They hold prominent designations in private companies needless to mention innovative entrepreneurs.

A state of the Indoor stadium is available in the college premises thereby ensuring organization of sports activities. The availability of qualified coaches and infrastructural facility has brought several laurels to the college in the field of sports.

Governance, Leadership and Management

Leadership is committed to holistic development of students and draws direction and support from the governing body. The commitment of the college to provide quality education has been made possible through different committees for the implementation and monitoring of various activities in a democratic way. Autonomy has facilitated transparent and participative governance with powers and duties assigned to various committees, comprising staff and students. The availability of several committees to oversee the various activities and active participation of staff in these is an added strength to the management. The college has a strategic plan and the IQAC defines the quality policy of the Institution with an inbuilt feedback mechanism to ensure protection of stakeholder interest. The introduction of ERP in administration and management of the college has facilitated better control. Academic and administrative audit ensures efficiency of operations. The management provides adequate financial support towards faculty development and non-teaching staff welfare measures are in place. The maintenance of accounts with periodical audit ensures financial discipline. The revenue generated from fees of self-financed courses have compensated for the shortfall in financial resources caused by declining government grants.

Institutional Values and Best Practices

The college is the most popular choice for Women's education at the time of admission. This is primarily because the college provides a comprehensive plan for women's empowerment through all their programmes and activities. Every measure to ensure the safety and security of the students is also taken. The leadership is committed to promotion of green and self sustainable initiatives in the campus. Facilities are available for differently abled students. The college is located in the heart of the city; making it easy to access a number of

organizations and institutions of excellence. It is also a historic city surrounded by beautiful nature and places of historical significance. The college supplements teaching by periodical visits to these places making the subject come alive to the students. College is centrally located and is preferred venue for conduct of professional examinations and organization of activities by external organizations. The college also makes its premises available free of cost to Alcoholic Anonymous, Narcotics Anonymous and Alanon Ladies (Wives of alcoholic and drug dependent victims). Student clubs in the college engage in activities contributing to community development. The Institution functions in adherence to the code of conduct in the Franciscan handbook and is truly committed to the mission and vision. Human value education is an integral part of the curriculum. The institution is committed to Holistic education of Women thereby contributing to their empowerment.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ST. FRANCIS COLLEGE FOR WOMEN (AUTONOMOUS)
Address	Street 6,Uma Nagar, Begumpet
City	Hyderabad
State	Telangana
Pin	500016
Website	www.sfc.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sr.Sandra Horta	040-23403200	9502794628	040-2341830 8	info@sfc.ac.in
IQAC / CIQA coordinator	Savitha Sukumar	040-40101507	9989656340	040-2340047 0	savitha.sukumar@s fc.ac.in

Status of the Institution	
Institution Status	Self Financing and Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Status Certificate.pdf
If Yes, Specify minority status	
Religious	religious
Linguistic	
Any Other	

Establishment Details	
Date of Establishment, Prior to the Grant of 'Autonomy'	15-06-1959
Date of grant of 'Autonomy' to the College by UGC	09-05-1988

University to which the college is affiliated		
State	University name	Document
Telangana	Osmania University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	15-06-1964	View Document
12B of UGC	15-06-1964	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	01-04-2014
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Street 6,Uma Nagar, Begumpet	Urban	8	18260.37

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	Hr Sec	English	90	77
UG	BCom,Commerce	36	Hr Sec	English	72	71
UG	BCom,Commerce	36	Hr Sec	English	72	63
UG	BCom,Commerce	36	Hr Sec	English	72	58
UG	BCom,Commerce	36	Hr Sec	English	72	67
UG	BVoc,Management	36	Hr Sec	English	60	46
UG	BMS,Management	36	Hr Sec	English	72	67
UG	BA,History	36	Hr Sec	English	24	20
UG	BA,Economics	36	Hr Sec	English	24	24
UG	BA,Political Science	36	Hr Sec	English	35	35
UG	BA,Public Administration	36	Hr Sec	English	24	21
UG	BA,Psychology	36	Hr Sec	English	35	32
UG	BA,Social Management	36	Hr Sec	English	48	47
UG	BA,Mass Communication	36	Hr Sec	English	30	30
UG	BA,English	36	Hr Sec	English	42	37
UG	BSc,Chemistry	36	Hr Sec	English	60	51
UG	BSc,Chemistry	36	Hr Sec	English	36	33

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UG	BSc,Botany	36	Hr Sec	English	30	25
UG	BSc,Zoology	36	Hr Sec	English	30	30
UG	BSc,Physics	36	Hr Sec	English	60	54
UG	BSc,Biochemistry	36	Hr Sec	English	40	34
UG	BSc,Biotechnology	36	Hr Sec	English	40	32
UG	BSc,Microbiology	36	Hr Sec	English	36	33
UG	BSc,Mathematics	36	Hr Sec	English	54	49
UG	BSc,Statistics	36	Hr Sec	English	72	65
UG	BSc,Electronics	36	Hr Sec	English	73	73
UG	BSc,Computer Science	36	Hr Sec	English	50	49
UG	BSc,Nutrition	36	Hr Sec	English	30	29
PG	MCom,Commerce	24	UG	English	50	46
PG	MSc,Psychology	24	UG	English	36	35
PG	MA,Mass Communication	24	UG	English	36	31
PG	MSc,Chemistry	24	UG	English	36	26
PG	MSc,Microbiology	24	UG	English	36	36
PG	MSc,Mathematics	24	UG	English	30	26
PG	MSc,Computer Science	24	UG	English	36	24

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				4				43			
Recruited	0	0	0	0	1	3	0	4	0	43	0	43
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				140			
Recruited	0	0	0	0	0	0	0	0	6	134	0	140
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				61
Recruited	20	41	0	61
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				52
Recruited	16	36	0	52
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				3
Recruited	3	0	0	3
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	1	0	1	35	0	37
M.Phil.	0	0	0	0	0	0	0	19	0	19
PG	0	0	0	1	2	0	4	93	0	100

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	3	0	4
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	27	0	27

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	1		2		3

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	420	20	2	1	443
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	3382	81	8	25	3496
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	111	148	163	181
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	32	43	47	50
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	422	522	658	855
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	2736	2905	2923	2853
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		3301	3618	3791	3939

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Biochemistry	View Document
Biotechnology	View Document
Botany	View Document
Chemistry	View Document
Commerce	View Document
Computer Science	View Document
Economics	View Document
Electronics	View Document
English	View Document
History	View Document
Management	View Document
Mass Communication	View Document
Mathematics	View Document
Microbiology	View Document
Nutrition	View Document
Physics	View Document
Political Science	View Document
Psychology	View Document
Public Administration	View Document
Social Management	View Document
Statistics	View Document
Zoology	View Document

3. Extended Profile

3.1 Program

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
35	35	36	37	35
File Description			Document	
Institutional Data in Prescribed Format			View Document	

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3939	3791	3618	3301	2855
File Description			Document	
Institutional Data in Prescribed Format			View Document	

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1309	1191	1155	772	756
File Description			Document	
Institutional Data in Prescribed Format			View Document	

Number of students appeared in the examination conducted by the Institution, year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3705	3695	3536	3127	2674
File Description			Document	
Institutional Data in Prescribed Format			View Document	

Number of revaluation applications year-wise during the last 5 years

2017-18	2016-17	2015-16	2014-15	2013-14
180	284	202	350	50

3.3 Teachers**Number of courses in all programs year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
891	1260	1558	1477	1355

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
187	184	174	168	140

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
187	184	174	168	140

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution**Number of eligible applications received for admissions to all the programs year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
4283	3546	3076	2822	2421

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	22	20	34	35

File Description	Document
Institutional Data in Prescribed Format	View Document

Total number of classrooms and seminar halls

Response: 60

Total number of computers in the campus for academic purpose

Response: 595

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
401.80759	303.50318	348.41859	370.51923	375.50992

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 Curricula developed /adopted have relevance to the local/ national / regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all the program offered by the Institution

Response:

Guided by the vision of the founding pioneers and supported by the strength of autonomy granted by the UGC, St.Francis College for Women has adopted a holistic approach to curriculum development and implementation.It abides by the mandate to ensure that the programme and the course curricula are of high academic integrity , is consistent with the societal needs and that is delivered in a manner that facilitates the achievement of articulated outcomes. The observations and suggestions of university representatives,industry experts,alumnae and representatives of professional bodies have always guided design and development of our academic programmes.

New undergraduate programmes of Vocation in Retail Management , Integrated Professional programme ,Nutrition and Software technology, New PG programmes that of M.Sc Applied Psychology , New courses introduced across all faculties like Virology & Immuno-technology,Food and Dairy Microbiology,Astrophysics,Nutritional Chemistry,Supply Chain Management, Business Ethics,Talent Acquisition and Management and Brand Management and the syllabus revision that has been implemented all bear a connect to the agenda of keeping the curriculum relevant and need-based.

The adoption of the CBCS system has helped us seamlessly move to a learner- centric environment where the student plays a crucial role in her own learning process , be it the selection of project-work topics , choosing an Open elective or making a choice of a Discipline specific elective.

The short-term certificate and diploma programmes give an opportunity to earn additional credentials as she is learning for a UG degree.An opportunity for our students to explore overseas study opportunities was facilitated by new agreements between California Baptist University and Xavier University,Aruba. Visits of officials from universities abroad facilitated dissemination of authentic information and guidance to students looking for expanding their academic endeavors.

The segment of Internships and project work embedded in select under-graduate programmes and all PG programmes are a value-add to come a step closer and appreciate the translation of theory into practice.It also has opened up job opportunities

Helping students to be the best that they can be, the guiding principles of holistic education is upheld by the college through the implementation of several value-based courses.Human values is a compulsory course that aims at the harmonious development of student personality.In addition to offering support to full time sports students ,the college also offers several sports certificate courses aimed at giving an opportunity to pursue a dedicated physical training activity while in college.Every student enrolls herself either in the NCC or NSS. As always our students have not only applied themselves wholeheartedly in service but also earned appreciation from concerned authorities at the regional and national level. A

dedicated time frame is specified in the academic calendar during which students engage in community outreach activities. A robust system of faculty-wise student clubs provide ample opportunities for events ideation, mobilisation of needed resources and execution of activities - academic, literary and cultural.

File Description	Document
Any additional information	View Document

1.1.2 Percentage of programs where syllabus revision was carried out during the last five years

Response: 100

1.1.2.1 How many programs were revised out of total number of programs offered during the last five years

Response: 35

1.1.2.2 Number of all programs offered by the institution during the last five years

Response: 35

File Description	Document
Minutes of relevant Academic Council/BOS meeting	View Document
Details of program syllabus revision in last 5 years	View Document

1.1.3 Average percentage of courses having focus on Employability/ Entrepreneurship/ Skill development during the last five years

Response: 13.65

1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
201	189	166	164	121

File Description	Document
Program/ Curriculum/ Syllabus of the courses	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Average percentage of courses having focus on employability/ entrepreneurship	View Document

1.2 Academic Flexibility

<p>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>Response: 7.6</p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 232</p>	
<p>1.2.1.2 Number of courses offered by the institution across all programs during the last five years</p> <p>Response: 3053</p>	
File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document
<p>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>Response: 100</p>	
<p>1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.</p> <p>Response: 35</p>	
File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

St.Francis College for Women, has always been sensitive to larger issues that stress our environment ,society and resources. Students are encouraged to be proactive and supported in their initiatives to mobilize support for remedial action. Field activities are successful when students develop a clear contextual understanding of facts. The specific curriculum of Environmental Studies and Gender Sensitization that is taught to all students in their first year of study is designed to take a student through the wider dimensions of the concerned domains.Theory is complemented with activities and projects.

Community outreach initiatives are an integral part of learning of both these courses. Environmental club 'Prakriti' is a student driven initiative that sensitizes ,draws up corrective practices and implements these in its own impactful way. Prakriti day is celebrated on October 4 every year. The day also commemorates the feast of St.Francis of Assissi ,patron saint of our college Several activities that turns the spotlight on environmental concerns are planned and organised that encourages students to make a choice to adopt a environment friendly lifestyle.

Understanding Human rights ,Feminist politics , Women's writing, Disaster Management ,Social Entrepreneurship are the courses that come under the Open Elective and Inter-disciplinary component of the Bachelor of Humanities and Social sciences programme.

Bachelor of Sciences programmes offer courses on Nursery ,Gardening,Commercial Horticulture, Sericulture,Environmental Chemistry, Green Chemistry, Biotechnology for human welfare, Environmental Microbiology ,Community Nutrition and Food Safety and Quality control.

International Women's Day is celebrated every year with meaningful programmes that aim to highlight the essence of women. Talk by a prominent woman achiever helps amplify the message of staying true to one's beliefs and helping oneself to fly as high as she can. International Men's day is also celebrated.

The NCC and the NSS units of the college have participated in cleanliness drives not only mandated by the government but voluntary engagements in the college ,in the neighbourhood community , the city market zone and local government schools have contributed to a better understanding of ground realities of environment awareness efforts.

Human Values and Professional Ethics is a course that is compulsorily taught to all students in the first year. Reading material is made available to students. Case studies and experience sharing makes the class interactive. These sessions are led by the class teacher. Faith formation classes for the christian students in the campus strives to build moral values and strengthen their faith.

File Description	Document
Any additional information	View Document

1.3.2 Number of value-added courses imparting transferable and life skills offered during the last

five years

Response: 40

1.3.2.1 How many new value-added courses are added within the last 5 years

Response: 40

File Description	Document
List of value added courses	View Document
Brochure or any other document relating to value added courses	View Document

1.3.3 Average percentage of students enrolled in the courses under 1.3.2 above

Response: 82.52

1.3.3.1 Number of students enrolled in value-added courses imparting transferable and life skills offered year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3202	2775	2559	2946	2802

1.3.4 Percentage of students undertaking field projects / internships

Response: 16.81

1.3.4.1 Number of students undertaking field projects or internships

Response: 662

File Description	Document
List of programs and number of students undertaking field projects / internships	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents for design and review of syllabus Semester wise /year-wise

A. Any 4 of above

B. Any 3 of above

C. Any 2 of above

D. Any 1 of above

Response: A. Any 4 of above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 2.93

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
126	98	97	111	80

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Demand Ratio(Average of last five years)

Response: 1.94

2.1.2.1 Number of seats available year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1643	1643	1693	1710	1643

File Description	Document
Demand Ratio (Average of Last five years)	View Document
Any additional information	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	22	20	34	35

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The Institution has a well defined assessment system of the learning levels of the students. Semester pattern of the examination system with continuous internal assessment and End Semester Examinations are followed under autonomy. The faculty of Arts, Commerce, Management and Science take the following steps to improve the quality of each student.

After the internal assessment test, the students who have performed well are made the mentors for the slow learners. Those who have better skills are given the opportunity to guide the slow learners regarding seminar presentation and assignments to name a few, so that each student becomes competent and confident. The slow learners are encouraged to articulate their problems and difficulties regarding studies and accordingly they are given tasks to work out at home on a weekly basis, monitored by staff.

The advanced learners are encouraged to take up challenging tasks like paper presentations that can enhance their writing and analytical abilities; to use added references, websites and blogs. Special emphasis is laid on developing their research skills and goal setting. Case studies and Discussions relevant on current issues are also a part of the process. Similarly slow learners are taken special care through one to one basis tutoring, remedial classes and support rendered by the respective faculty members. In projects that receive greater skill like media production the advance learners will lead the team and slow learners will follow them and learn from their own classmates practically under the guidance of the respective teachers.

The system of having Class teachers ensures that there is an ongoing communication between the teacher and students about academic progress, learning concerns and general life in the campus. The students, who score less than 10 out of 20, are grouped year wise. The peer-learning happens in the classroom, whenever they are free. They learn in a group and share the knowledge better. The respective clubs of each stream during its valedictory function recognize the efforts of advanced learners and give them a certificate of appreciation.

For advanced learners National Olympiad examination like (National Graduate Physics Examination and

National Anveshika Experimental Skill Test) are conducted. The department of Mathematics offers bridge course for semester I students on Calculus, JAM, and PG CET for the final year students. The Institution takes measures to monitor the performance of each student. After each Internal test the faculty advisors personally counsel the weak performers; and also acknowledges the performances of high scoring students. ICT enabled teaching and e-learning resources, Digitalized library with INFLIBNET, English language Lab are some of the infrastructural facilities to help students to appear for the various National and International competitive exams.

File Description	Document
link for additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 21.06

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.05

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The college has provided adequate avenues to the learners by introducing mechanisms to enrich learning experiences within and outside the institution.

Experiential Learning :

- Under all the faculty wise streams Arts, Science, Commerce, and Management; well equipped labs are used for practical demonstration of the subjects in Arts and Science and Industrial exposure is provided to the students of Commerce and Management.
- The students are taken on a field trip to a historical monument and their experience and what they have learnt through it they present as a project.
- Makes the students read newspapers and come prepared for class discussions wherein they cite articles they have read as examples to understand the concepts taught in the classes previously. Movies are screened based on some significant socio-political issues of the country and of the world and report drafting is given as an assignment.
- Psychology Students are sent for internship, visits to mental health facilities for exposure to the various assessments and therapeutic techniques like Biofeedback and Behaviour Modification. Students also participate in experiential learning programs like Mindfulness, Transactional Analysis, RECBT. Guest lectures and training programmes for Alternate therapies, MBTI, Psychodynamic Psychotherapy.
- Link to a connected article from Times of India is circulated. Students are expected to read and come for the class. After the concept is elaborated / taught in the class , one student takes turn to explain its application with the help of the article.
- As a part of enhancing learning experiences, students are exposed to activities like library reference sessions Seminars are being conducted. Students submit PPTs and Poster Presentations based on different applications. Students use different mathematical software.

Participative Learning:

- Individual and group activities to enhance language skills through group discussions lecture method, power point presentations, role play, dialogue delivery through situational conversations, extension lectures, interdisciplinary lectures, movie screenings, text based group discussions and pre-reading activities.
- Teachers play videos and debrief the class about the embedded learning in the video assignments that require research and creative presentation keeps the interest of the student in mind.
- The Electronics Department uses MULTISIM software to teach students Extension lectures by academic scholars and industry experts are offered to the students every year.
- Computer Science departments uses crossword puzzles, multimedia resources , journals and e-journals, virtual teaching and mock tests.
- Experiential learning is ensured through individual or group projects, poster presentations, 3-D model presentations, hands-on training and field visits.

- English lab systems are in place with the vocabulary and language enhancement soft wares.

Problem solving:

- The curriculum has been designed with specific course objectives and course outcomes, giving importance to problem solving skill in all the major undergraduate and post graduate programs.
- The students are motivated to take part in State/ National/ International level seminars, workshops, summer programs involving subject experts from the reputed academic institutions, industries, and universities to gain experience and expertise in self management of knowledge, problem solving and leadership qualities.

Based on their performance students are given summer projects in premier industrial and research centers.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 187

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 21.06

2.3.3.1 Number of mentors

Response: 187

2.3.4 Preparation and adherence to Academic Calendar and Teaching plans by the institution

Response:

The Management along with the Heads of the Departments and the Controller of Examinations plans the academic calendar for every new academic year. It contains College prayer song, History of College, details of all the faculty members with designation and respective departments, names of the committees with its coordinator and members. The Francis Handbook provides an insight into the schedule for the day and the month. Every student and teacher receive a copy at the beginning of the Academic Year. It also contains general rules, regulations, history, vision and mission of the college as well as specific timelines related to payment of fees, registration for add-on courses, registration for exams and all other exam-related notices. Dates for the continuous internal assessment (CIA) tests, end-semester examinations (ESE), National/Local holidays are also mentioned.

Before the commencement of the academic year, each faculty prepares the academic teaching planner (academic dairy) for the year. This plan is thoroughly checked and approved by the concerned Head of the Department. At the end of the semester, it is signed and validated by the Principal. In case of unforeseen circumstances and events teachers reschedule the classes to complete the assigned course on time.

Great effort is made to strictly adhere to the plans made in the beginning of the academic year. College has an exemplary work culture and therefore it seldom faces any challenges in completion of syllabus within the planned timeframe.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 16.73

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
41	33	24	24	22

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 7.18

2.4.3.1 Total experience of full-time teachers

Response: 1343

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 1.76

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	0	0	1

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 28.68

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
57	56	53	43	37

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

<p>2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last five years</p> <p>Response: 29.2</p> <p>2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>23</td> <td>32</td> <td>28</td> <td>33</td> </tr> </tbody> </table>		2017-18	2016-17	2015-16	2014-15	2013-14	30	23	32	28	33
2017-18	2016-17	2015-16	2014-15	2013-14							
30	23	32	28	33							
File Description	Document										
List of programs and date of last semester and date of declaration of result	View Document										
Any additional information	View Document										

<p>2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years</p> <p>Response: 2.57</p> <p>2.5.2.1 Number of complaints/grievances about evaluation year-wise during the last five years</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>60</td> <td>138</td> <td>139</td> <td>40</td> <td>61</td> </tr> </tbody> </table>		2017-18	2016-17	2015-16	2014-15	2013-14	60	138	139	40	61
2017-18	2016-17	2015-16	2014-15	2013-14							
60	138	139	40	61							
File Description	Document										
Any additional information	View Document										

2.5.3 Average percentage of applications for revaluation leading to change in marks during the last five years**Response:** 49.24

2.5.3.1 Number of applications for revaluation leading to change in marks year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
96	174	84	161	22

File Description**Document**

Any additional information

[View Document](#)**2.5.4 Positive impact of reforms on the examination procedures and processes including IT integration and continuous internal assessment on the examination management system****Response:**

The Examination reforms and processes include:

- Continuous Assessment in the form of 3 components.

2012 to 2014 –

(a) centralized form of written internal assessments for 20 or 25 marks

(b) 5 or 10 marks for decentralized pattern of internal assessments (quiz, puzzle, scrabble, debate, seminar, posters, models, role-plays, crossword, group discussions, etc), totaling to 30 marks. The 3rd component is End Semester exam for 70 marks

2014 onwards the centralized form of written internal assessments is for 20 marks and decentralized form of internal assessments for 20 marks, totaling to 40 marks was adopted. The End Semester exam is for 60 marks from 2014 onwards.

- Integration of continuous internal assessments and End semester exams were added to give the aggregate marks, which were multiplied with credits of subjects to give an overall weighted average from 2012 to 2016.
- 2016 onwards, with the adoption of the CBCS pattern of curriculum as per UGC guidelines; College initiated the 10 point scale grading system for CGPA for both UG and PG courses.
- 2017 onwards, the College began entering online, marks of continuous internal assessments.

- 2012 to 2018, the answer scripts were manually encoded before handing over to Examiners. 2018 onwards, College has adopted online bar-coding system. The answer scripts after evaluation are then decoded.
- 2018 onwards, the College initiated Academic Audit in Examinations by a select panel of Examiners from outside the College, before tabulation of results.
- Spot evaluation is initiated in the College from 2018 onwards for internal evaluation of courses of 1 and 2 credits out of 25 and 50 marks respectively.
- Online generation of hall tickets with display of seating arrangement from the year 2018.
- Online registration and online payment of examination fees.
- Online generation of results from 2016 onwards.

St. Francis College for Women maintains a secure exam automation system. The interface handles different operations of Exam Branch such as:

- Exam registration
- Online download of Hall tickets
- Seating plan printed in Hall tickets
- Generation of Nominal rolls
- Barcodes for each subject
- Marks entry tallied with the barcodes
- Online publication of Results
- Printing of Marks Memorandum, Provisional certificate, Transfer certificate and bonafide certificate.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.5 Status of automation of Examination division along with approved Examination Manual
A. 100% automation of entire division & implementation of Examination Management System (EMS)

B. Only student registration, Hall ticket issue & Result Processing

C. Only student registration and result processing

D. Only result processing

Response: A. 100% automation of entire division & implementation of Examination Management System

(EMS)	
File Description	Document
Current manual of examination automation system and Annual reports of examination including the present status of automation	View Document
Any additional information	View Document
Annual reports of examination including the present status of automation	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Programme outcomes:

When the syllabus is structured, a well formulated set of Programme Outcomes are enumerated which supports the institutional mission for an effective assessment programme.

UG (Arts):

Social sciences and humanities is the oldest discipline in the college. The objective is to provide Knowledge related to culture and civilization and development of social behavior. It teaches students their roles and responsibilities particularly towards social and civil affairs. It develops critical thinking abilities; prepares them to participate competently and productively.

PG (Arts)

Masters in Applied Psychology offers a thorough understanding of the psychological concepts and their applications.

Masters in Mass Communication provides a thorough grounding in communication and journalism theories with print and mass media research.

UG (Science):

College offers eight programmes in Life sciences and five programmes in Physical sciences at the Undergraduate level. The Programme outcome enables the students acquire theoretical knowledge and practical skills. The students also carry out a project with industrial collaboration which enhances comprehension of the subject.

PG (Science):

The students are extensively trained in the advanced areas of the respective subjects at Masters level. Curriculum empowers them to get trained in the analytical methods and stay abreast with advancement in technology.

UG (Commerce):

Courses give a thorough grounding in the fundamentals of Commerce to face current challenges in Commerce and Business. Students are trained and prepared both for employment and higher education.

PG (Commerce):

M.Com (Applied Finance) Specializes in financial instruments and markets. Students are equipped with all financial and analytical tools so as to optimize the utilization of finances at the organization and individual level.

UG (Management):

Management and Vocational:

BMS course equips students with competence to navigate through challenges in the corporate sector through the conceptual understanding and skill development.

B. Voc as a course offers skills and hands-on training. The Programme is mapped with the job role in accordance with the National Skill Qualification Framework (NSQF).

Programme Specific Outcome:

The PSO is meant to apply to all undergraduate programs which deal with the list of discipline-specific and multi-purpose skills, values and areas of knowledge in graduating students in their respective program. The students are endowed with vocational skills apart from regular course subjects for further career options.

Course Outcome: Each course is designed with specific objectives, providing maximum opportunities for employment, higher studies and entrepreneurship.

File Description	Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Programme outcomes, programme specific outcomes and course outcomes for all programme offered by the Institution are stated and displayed on website, prospectus and communicated to students and teachers.

The syllabus is formulated during the time of each revision by taking into consideration the suggestions given by experienced faculty, experts from the relevant industry. The programme outcomes and course outcomes of the parent university and other higher education institutions are also taken into consideration.

The POs and COs are printed in the prospectus and in the syllabus copy. The teachers are given general orientation at the beginning of every academic year which is followed by the departmental meeting. The class teachers allotted to each programme explain the details of POs and COs to the students.

The faculty is recruited based on their qualifications, experience and ability to deliver the POs and COs and also encourage to upgrade their subject knowledge and keep pace with the dynamics of the market. College supports staff in faculty development programs, training sessions, workshops and seminars to enhance attainment of POs and COs.

Apart from the traditional chalk and talk method of teaching, the students are provided with ICT enabled classrooms which enhances teaching learning effectiveness and outcome attainment. The students are encouraged to conduct and participate in seminars, workshops, field visits and write research projects.

All PG programs and few UG programs have mandatory Internship during which the students are evaluated on POs.

Many programs have experiential learning through lab activities, where students learn practical skills which is also an important component of POs attainment.

The participation of students in community outreach program also helps them to attain POs.

The students are evaluated based on -

Internal Assessments and External End Semester Examinations as per the norms prescribed in Academic Regulations of concerned UG programs- B. A, B.Sc., B.Com, BMS and B. Voc and PG programs- M.A, M.Sc., M.Com.

Evaluation system comprises of

- Continuous assessment (40 Marks)
- End Semester examination (60 Marks)

Continuous Assessment consists of

- Written test (15 or 20 Marks)
- Skill based component (20 or 25 Marks) which includes class tests, assignments, book reviews, seminars, Group discussion, group presentations, laboratory work and minor project to list a few.
- Written test of Internal Assessment is of one hour duration across the two semesters.
- A test for absentees is conducted only for those candidates deputed by the college to participate in Inter State / All India Sports / NCC / NSS activities.

Inclusive stakeholder feedback is taken semester wise and the relevant suggestions are considered for syllabus revision.

2.6.3 Average pass percentage of Students

Response: 92.11

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 1179

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 1280

File Description	Document
List of programs and number of students passed and appeared in the final year examination	View Document
Any additional information	View Document
Link for annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1 The institution has a well defined policy for promotion of research and the same is uploaded on the institutional website

Response: Yes

File Description	Document
Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View Document
Any additional information	View Document
URL of Policy document on promotion of research uploaded on website	View Document

3.1.2 The institution provides seed money to its teachers for research (average per year)

Response: 6.02

3.1.2.1 The amount of seed money provided by institution to its faculty year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
3.8	0.69	1.67	22.70088	1.26

File Description	Document
Minutes of the relevant bodies of the Institution	View Document
List of teachers receiving grant and details of grant received	View Document
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View Document
Any additional information	View Document

3.1.3 Number of teachers awarded international fellowship for advanced studies/ research during the last five years

Response: 7

3.1.3.1 The number of teachers awarded international fellowship for advanced studies / research year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	7	0

File Description	Document
List of teachers and their international fellowship details	View Document
e-copies of the award letters of the teachers.	View Document

3.1.4 Institution has the following facilities

1. Central Instrumentation Centre
2. Animal House/Green House / Museum
3. Central Fabrication facility
4. Media laboratory/Business Lab/Studios
5. Research / Statistical Databases

A. Any four facilities exist

B. Three of the facilities exist

C. Two of the facilities exist

D. One of the facilities exist

Response: A. Any four facilities exist

File Description	Document
Institutional data in prescribed format	View Document

3.2 Resource Mobilization for Research

3.2.1 Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 55.43

3.2.1.1 Total Grants for research projects sponsored by the non-government sources such as industry,

corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	1.13	0	32.35	21.95

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.2.2 Number of research centres recognised by University and National/ International Bodies

Response: 1

3.2.2.1 Number of research centres recognised by University and National/ International Bodies

Response: 1

File Description	Document
Names of research centres	View Document
Any additional information	View Document

3.2.3 Percentage of teachers recognised as research guides

Response: 1.16

3.2.3.1 Number of teachers recognised as research guides

Response: 2

3.2.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 173

File Description	Document
Details of teachers recognized as research guide	View Document
Any additional information	View Document

3.2.4 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.66

3.2.4.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 23

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
link to funding agency website	View Document

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

Response:

St. Francis College for Women has always encouraged initiatives for creation and transfer of knowledge to the student community. It joined the National Entrepreneurship Network of 470 top tier Academic Institutions in order to build an effective and vibrant entrepreneurship ecosystem on campus to develop and support entrepreneurs. This led to the formation of ECHO (E Cell Club) an initiative driven by choice and interest to make students chase and watch ideas come alive. Many workshops are conducted pertaining to topics such as Idea generation, opportunity evaluation, Life cycle of Venture, case studies, Business plans and many more by real time entrepreneurs. The E cell provides an orientation to Entrepreneurship skills among students and helps them to hone those skills.

COFEE (Commerce Organization for Emerging Entrepreneurs) an organization founded by the Department of Commerce for inculcating and enhancing organizational, managerial and leadership skills of students is another initiative in this direction. This is done through several activities, competitions, guest lectures, study tours and student outreach programmes.

Bethel Retail Store:

The Department of BVoc RM & IT, has set up a one of its kind learning experience- Bethel Retail Store- the threshold of learning which aims at providing the students of Retail Management with hands on experience of managing a Retail Store. It launched a completely new unchartered and an exciting array of collections from leading designers.

Apart from this learning is also Research based. College has a Research Center and a Central instrumentation facility – Axis lab which promotes research in life sciences. Latest high end equipment is provided in the lab for research.

Projects are mandatory requirement for all the Undergraduate and Postgraduate courses. This has paved

the way for practical learning and students benefit from such initiative. Apart from this Industrial and Field visits organized for students stimulates their creative thinking.

As part of Curriculum for Zoology practical's rearing of silkworms is carried out by cultivation of Mulberry trees. Krishivatika, an initiative of Botany Department for students to carry out projects on Organic Farming.

As part of BVoc Industrial Microbiology course Vermicomposting was set up for solid waste management. Biofertiliser production and Mushroom cultivation is carried out as part of PG course in Microbiology. As part of the recycling effort 'Revive', e-waste was collected and sent for recycling.

Management is committed to make the campus a plastic free environment. Aerated drinks are banned in the college to promote health consciousness.

College is proactively working towards setting up of an Incubation Center in the near future.

File Description	Document
link for additional information	View Document

3.3.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry - Academia Innovative practices during the last five years

Response: 205

3.3.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
46	46	58	34	21

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3.3 Number of awards for innovation won by institution/ teachers/ research scholars/students during the last five years

Response: 32

3.3.3.1 Total number of awards for innovation won by institution/teachers/research scholars/students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	3	4	10	6

File Description	Document
List of innovation and award details	View Document
e- copies of award letters	View Document

3.3.4 Number of start-ups incubated on campus during the last five years

Response: 3

3.3.4.1 Total number of start-ups incubated on campus year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	0	1

File Description	Document
List of startups details like name of startup, nature, year of commencement etc	View Document
e- sanction order of the Institution for the start ups on campus	View Document
Any additional information	View Document

3.4 Research Publications and Awards

3.4.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 The institution provides incentives to teachers who receive state, national and international

recognition/awards**Response:** Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.4.3 Number of Patents published/awarded during the last five years**Response:** 0

3.4.3.1 Total number of Patents published/awarded year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of patents and year it was awarded	View Document

3.4.4 Number of Ph.D.s awarded per teacher during the last five years**Response:** 0.5

3.4.4.1 How many Ph.Ds are awarded within last 5 years

Response: 1

3.4.4.2 Total number of teachers recognised as guides during the last 5 years

Response: 2

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI web site	View Document

3.4.5 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.48**3.4.5.1 Number of research papers in the Journals notified on UGC website during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
14	26	19	7	16

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.4.6 Number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings per teacher during the last five years**Response:** 0.26**3.4.6.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
17	12	6	4	6

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4.7 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index**Response:**

File Description	Document
BiblioMetrics of the publications during the last five years	View Document

3.4.8 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-

index of the Institution**Response:**

File Description	Document
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View Document
Any additional information	View Document

3.5 Consultancy**3.5.1 Institution has a policy on consultancy including revenue sharing between the institution and the individual****Response:** Yes

File Description	Document
Soft copy of the Consultancy Policy	View Document
URL of the consultancy policy document	View Document

3.5.2 Revenue generated from consultancy during the last five years**Response:** 59.74**3.5.2.1 Total amount generated from consultancy year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
39.26	14.236	6.225	0	0.02

File Description	Document
List of consultants and revenue generated by them	View Document
Audited statements of accounts indicating the revenue generated through consultancy	View Document

3.5.3 Revenue generated from corporate training by the institution during the last five years**Response:** 0**3.5.3.1 Total amount generated from corporate training by the institution year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of teacher consultants and revenue generated by them	View Document

3.6 Extension Activities

3.6.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

St. Francis College for Women has always considered social awareness as a priority and to be inculcated in the students. Therefore numerous opportunities are given to its students to participate in various social outreach programmes. The College has a strong NSS team with four units comprising of 100 students each. Each unit is supervised by a Program Officer. Besides this a well developed NCC Program has been operational in the college for the past few years. In addition to this the college has incorporated outreach and extension activities into its regular curriculum. The college offers social management as one of its subjects in the undergraduate programs. The Post Graduate students also spend 30 to 60 hours on extension and outreach activities. This is to encourage the students to use their subject knowledge to help the society they live in.

The various extension activities conducted can be broadly categorized under the following heads - Awareness programmes - Health awareness, Mental health awareness, AIDS awareness, Anti drug awareness, Human rights, Gender sensitization and issues, etc. Besides these a number of health camps were organized such as eye camps, blood donation camps, cancer screening, etc. Students also participated in numerous awareness 'walks' and 'runs' organized by NGOs from across the city. Youth empowerment programmes and electoral rights programmes have also been carried out by NSS volunteers.

Many literacy programmes to develop scientific, mathematical skills, language and computer proficiency have been conducted in government schools across the city. Personality development and career guidance sessions provide the students extra support to achieve their dreams and aspirations. Some programmes involved raising funds to provide scholarships to a few deserving underprivileged girls.

Social outreach also included visiting various institutions such as old age homes, orphanages; home for the destitute and the disabled. In such programs the students would interact with the inmates and develop empathy and compassion for them. Many times students have mobilized resources and donated cash and other necessities to those institutions which were in dire need of them.

Besides these programmes students have contributed generously during the time of any Natural disaster (Kerala floods, etc.) and reached out to help the affected population by mobilizing and donating money and

necessities.

Climate change and protection of the environment are other issues taken up and numerous tree plantation drives, particularly under the Haritha Haram scheme, have been conducted. The Swachh Bharat Abhiyaan evoked a lot of enthusiasm in the students and every year numerous campaigns and activities are carried out under its banner.

The various outreach activities instill social responsibility and commitment in our students leading to a more Holistic development of their personality.

File Description	Document
link for additional information	View Document

3.6.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 10

3.6.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	4	1	1	3

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.6.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 199

3.6.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
51	47	46	31	24

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.6.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 83.52

3.6.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3939	3651	3618	2561	1248

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Government or NGO etc	View Document

3.7 Collaboration

3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange per year

Response: 42

3.7.1.1 Total number of Collaborative activities for research, faculty exchange, student exchange year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
71	32	37	37	33

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.7.2 Number of linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the last five years

Response: 841

3.7.2.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
395	292	61	38	55

File Description	Document
e-copies of linkage related Document	View Document
Details of linkages with institutions/industries for internship	View Document

3.7.3 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 24

3.7.3.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
9	7	4	2	2

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc

Response:

St. Francis College for Women is located in the heart of the city at Begumpet, Hyderabad with a sprawling campus area of 8 acres. The college boasts of an infrastructure that adds to the aura of the institution. College has a built up area of 1, 96,553 square feet with well furnished and ventilated classrooms equipped with necessary ICT facilities.

The college has spacious classrooms, well equipped laboratories, library with voluminous collection of books, journals/e-journals, Gerosa hall, Capitanio hall, Board room, Auditorium and Senate hall. Cultural programmes are held in the auditorium that is well equipped with Acoustics and lights, with a seating capacity of 1000. Seminars, workshops, extension lectures, interactive sessions with Industry experts are conducted in the seminar halls. Quadrangle located in the ground floor is used for morning assembly sessions and for other important functions.

College has 56 spacious lecture halls fitted with public address system and all rooms are equipped with computers with Wi-Fi connectivity, audio-visual facilities and LCD projection screens. Departments are equipped with Computers.

Science have facilities for carrying out experiments and projects. Botany and Zoology departments have a collection of the preserved specimens of flora and fauna. Louis Pasteur Research Lab is recognized as a research centre by Osmania University.

The 9 computer labs are centers for all IT related learning. Computer lab 2 is exclusively used to train students with software packages such as *Mathematica* and *SPSS*.

Language lab acts as a platform for learning, practicing and honing language skills by using technology and addresses the concepts of lexicon, phonetics and accent. UG/ PG Psychology labs are well equipped for conduct of Psychometric testing. Mass communication lab and studio housed in the Sr. Maria Franco Multimedia centre has the state of the art sound proof television studio along with a Green Room that is equipped with one Teleprompter which is used for shooting bulletins, monologues and ad-film making. American corner provides a window on life and culture of United States. It's an open library, research and resource centre. Prayer rooms are used to seek moments of solitude in prayer and reflection.

Other facilities available are Student Corner - Photocopying, project binding, lamination and stationery, Shubhram- centre for solid waste management, Rooftop Solar Photovoltaic Power System, Greenhouse and Polyhouse- protected structure for cultivation of flowering and vegetable crops, Water dispensers on all the floors, Aharam- college canteen, Aaram Viraam –relaxation space. Nightingales' *Nest*- college choir practice room, vending machines for sanitary pads and incinerators for pad disposal. Health centre, with a visiting doctor and a full-time nurse available to attend to medical exigencies.

College has adequate parking space, round the clock CCTV (115) surveillance and Security Personnel, fire

extinguishers and safety devices are placed on all floors.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities

Response:

Department of Sports offers a number of sports activities to help students become physically fit, develop leadership qualities and encourage a spirit of sportsmanship. College has excellent infrastructure facilities for both indoor and outdoor activities.

Students participate in many sports events like volleyball, cricket, basketball, shuttle, caroms, badminton, tennis, judo, chess and swimming. Students who opt for sports are required to complete a certificate course in one of the sports offered by college during the first year of UG. College has part-time coaches for conducting sports certificate courses in basketball, baseball, softball, handball, volleyball, taekwondo, karate. Expert coaches for various sports are invited to provide training. The atmosphere is conducive for students to prepare for sports tournaments, to face challenges and the competition at Intercollegiate, State, National and international levels.

Sports department has witnessed the success of the students participating in regional, state, national and international tournaments. Some of the countries in which our students played to their strength are China, Nepal, UAE, Portugal and Malaysia, South Korea, Canada, Germany, Switzerland, Spain for tennis, softball, throw ball, roller skating and badminton.

In order to promote the spirit of healthy participation and cooperative sharing of achievements in games, the college has a multi-purpose indoor stadium with an area of 11,011 sq ft. The stadium was inaugurated in March 2014 and is available to students and sports enthusiasts and also to others who would like to avail the coaching facilities. A number of Osmania University tournaments are held here. Currently basketball is a regular affair in the indoor stadium's wooden court. Handball is also practiced here along with judo, martial arts, chess, caroms, table tennis, tennikoit, shuttle, badminton and other self defense courses.

The college has a track area of 120m, volleyball court of size 15m x 20 m and a throw ball court of size 15m x 20m apart from a decent amount of open space around the college. The college has space for playing cricket. The total area available in the college campus for outdoor activities is around 400 meters. The open space available facilitates the practice of sports like shot-put, javelin throw, hammer throw, discus throw.

Spacious Gymnasium with an area of 1100 sq ft with 9 cardio stations, tread mills, upright bikes was established in the year 2006. It has facilities for cardio-training, strength/endurance training and functional

training. A total of 3 trainers work in shifts to help students and faculty members achieve their fitness goals. It also provides yoga and personal training for its participants upon request.

College has an auditorium with an area of about 9,111 sq ft. It has an impressive stage with state-of-the-art acoustics and attached greenrooms which contributes to the success of all cultural, felicitation and other events. The Quadrangle with an area of 15,730 sq ft is an open lawn in the ground floor for conduct of morning prayers and programmes.

File Description	Document
Any additional information	View Document
link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 60

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 18.21

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
30	30	80	40	150

File Description	Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

College library is housed in the PG block which was inaugurated in 1996. It occupies the entire ground floor, measuring 20,000 sq.ft There is a separate Science Reference room, 2 P.G Reference rooms – Arts & Life science, Project room with a display of ex-students theses, a Journal Section and others.

The library is fully automated through ILMS software namely “SLIM “installed during the year 2002 and maintained by Algorithms Consultants Ltd., Pune. This software has been upgraded continuously to “SLIM 21” which uses barcode technology. Using bar-code, our library management system keeps record of lending, borrowing and shelving status of items such as books, audio or video tapes, CD’s DVD’s.

ILMS helps to catalogue books, e-books, sound recordings, drawings, clippings, articles, reports, letters, pamphlets, series publications, all those things that contain information so vital to our organization. SLIM21 cataloguing adheres to popular international standards. SLIM21 is designed and developed in modules to take care of complete functionality required for automating libraries. It catalogues any type of material, print as well as non-print. It supports material in digital form and helps us to build digital library.

Key aspects of ILMS software are:

- Front desk operations
- Issue / Return with Barcode
- Letter Generation
- The Journal Title Information includes:
- Acquisition system covers
- On-line Search Facilities for Readers

The key aspect of a learning resource centre is application of self study in a variety of different ways. All activities of library is computerized. "Evolis Dualys" Machine is used for printing ID cards to staff and students. Separate OPAC terminals are installed to know the status of the books at any time.

Sections of the library:	Library Services:
Reading Hall Circulation Service	Issue/Return
Science Reference Room	Reference Service
Journal Room	Reference Service
PG Reference Room	Photocopy Facility
TV/News Room Question paper reference	ID card printing
Internet Lab	Book Bank Facility

File Description	Document
Any additional information	View Document
link for additional information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment

Response:

St. Francis college library which started functioning in the year 1959 began with collection of few books; today it houses 83,000 books for the reference of students.

The library preserves many rare books in Science, Arts and Commerce which are not available in today's market. A reprint of "The Constitution of India" under the authority of Government of India, ministry of culture, Youth affairs and sports, with supplementary logistics from Surya Print process Pvt. Ltd., New Delhi is one among them.

The library is enriched with knowledge resources like encyclopedias of all subjects, Guinness Record Books and General studies, Quantitative Aptitude Numerical Ability, Railway-Group D, ICET for MBA & MCA, SSC CAPF's Mock Test books, RBI Assistant Prelim Online Exam books are useful for competitive examinations.

The library is enriched with knowledge resources like encyclopedias of all subjects, Guinness Record Books and SSC, Civil Service examination books, UGC – NET/SET books for lecturers those who appearing NET /SET exams.

A number of books of general interest such as, cooking a & recipe books, Herbs that Heal, World Discovery books, Beauty tips, Naturopathy books, Biography of leaders are also available in our library.

An album of eminent people who visited college on various occasions is maintained as a record in the college library

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

Response: Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 13

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
12.95	16.17	16.13	8.56	11.19

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 9.33

4.2.6.1 Number of teachers and students using library per day over last one year

Response: 385

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

St. Francis College for Women aims at providing the best possible facilities/resources to its staff and students that would facilitate for an extensive and effective teaching/learning experience. The institution frequently updates its IT facilities that are user friendly.

The campus has a full-fledged Information Technology Centre which manages all IT services in the college. All faculty, staff and students are allocated user id and password to avail these services. The centre has deployed all major network security tools such as firewall, IDS (Intrusion Detection System), IPS (Intrusion Prevention System) and Antivirus software to safeguard the college network. The computer and network resources can be accessed only by the authorized members. All faculty members are provided with internet connected desktops in their staff rooms. A unique feature of the college is provision of password protected space on a network drive to all faculty members. Further, a study material folder is available to all students through a fileserver. For each subject, the concerned faculty can upload necessary study material on the server which students can access.

All classrooms are equipped with LCD projectors. The entire campus is monitored by CCTV installed at strategic places that helps to monitor the campus activities. The college is equipped with 580 computers that are accessible to faculty, staff and students. Printers are available in the office, staffrooms, library, exam branch and laboratories. College has AudioVisual committee which looks after maintenance and

computer (and its peripherals) usage policies. This committee monitors policies concerning issue of LCD projectors, desktop systems available in classrooms and office.

Wi-Fi is available to all staff and students on registration. All faculty and student information is monitored from a centrally controlled ERP solutions system maintained by the IT Administration committee. The faculty access the portal to check timetable, mark attendance, update sessional marks and to apply leave. Students use the portal for fee payment, to check attendance status on a daily basis, marks, examination schedule, to download hall tickets and check seating arrangements during examination.

Borrowing of library books is digitized. Each book has its own unique barcode which allows easy tracking of books in the library.

Circulars including important notices to students and parents are also posted online. A website coordinator ensures that the college website is updated regularly. All important notices concerning academics, examinations, events are uploaded on the website.

File Description	Document
Any additional information	View Document
link for additional information	View Document

4.3.2 Student - Computer ratio

Response: 6.62

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

?50 MBPS

35 MBPS - 50 MBPS

20 MBPS - 35 MBPS

5 MBPS - 20 MBPS

Response: ?50 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)**Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 81.14**4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
368.00947	278.70578	266.70061	330.11051	212.62191

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**Response:**

The college management reviews the budgetary requirements for building, laboratory equipment, computer systems etc prior to the commencement of the academic year and appropriate action is taken.

CLASSROOMS and GENERAL MAINTENANCE

- The classrooms and seminar halls are provided with enough seating capacity and have LCD equipment.

- The college has appointed personnel for maintenance and supervision of infrastructure, electrical works etc.
- Housekeeping staff take care of the regular cleanliness of corridors, washrooms, classrooms, laboratories and the premises.
- The maintenance of water coolers is carried out by annual maintenance contracts.

LABORATORY

All laboratories are furnished with the latest necessary equipment to deliver the best standards of education.

Procedure followed in the laboratories

Step 1: Installation of new machinery/software

- Requirement for the machinery/software is followed by inquiry for the same.
- Quotations are compared and the optimal suitable one is selected and the purchase is completed.
- Instruments received by the respective departments are tagged with the name of the funding organization (ex BSR, UGC) where applicable.
- Installation of the instrument is done in the preferred location in the lab area in the presence of the concerned lab in-charge and a demonstration of the proper utilization of the instrument is delivered by the vendor in respective registers verified by the head of the department.
- Lab in-charges record the details of the consumable and non-consumable equipment

Step 2: Utilization

- The students conduct experiments related to their subject with a structured schedule
- Consumable and non consumable material registers are updated periodically
- Lab equipment are regularly cleaned by the support staff under the supervision of the lab in-charges
- Fire safety equipment is maintained in labs as precautionary measure.
- First aid kit is maintained to take care of emergency situations.

Step 3: Maintenance

- Faulty instruments are rectified/ replaced at the earliest.
- Replacement of the old equipment and modernization of machines/software is done from time to time.
- Regular inspection of machines is done.
- Before the commencement of the academic year, lab in-charges prepare an annual order of the required glassware, reagents approved by the head of the department and submit it in the stores department.
- Stock checking is conducted by faculty of other departments at the end of the academic year.

The following is displayed on the notice board of the lab

- Lab time table indicating the class and the batch number
- Important notices of the department

- Safety precautions
- Lab rules

LIBRARY

Procedure of procurement of Books

Step 1: Initiation of Acquisition:

- Concerned faculty recommends books to be procured in their respective subjects.
- Students also recommend books based on their requirement. These requirements are endorsed by the concerned faculty member.

Step 2: Purchase

- Reliable vendors are chosen based on their response to queries, availability of books and adherence to terms and conditions.
- Vendor panel is updated from time to time based on performance.
- Since the availability of online purchases, books are also purchased online

Step 3: Accessioning:

- The details of the Invoice and books are made in the Accession Register and accession numbers are given to the books.
- Bills are filed and maintained by the Librarian

Step 4: Processing books:

- Library Stamp is put on the backside of the title page and also on the last page.
- Bar Codes and Round labels are pasted on the title page and are laminated with Cello tape. Due Date Slip and book cards are maintained.
- New arrivals are sent to New Additions Rack/ Reference Section.

SPORTS

- A list of required material is purchased after approval of the same from the Principal.
- Students are permitted to play only during the sports hours and to practice for any competition.
- Students are permitted to utilize and take sports material with prior notice to the Physical Director, the details of which are maintained in the register.
- The concerned authority makes a note on return of the same in the register.
- In case of any damage , the same is recorded in the register for further action.

A first aid box is always available for the students in case of any emergency.

File Description	Document
link for additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 0.7

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	42	60	15

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 3.52

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
155	26	160	142	121

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. Guidance for competitive examinations
2. Career Counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and Meditation
- 8. Personal Counselling

7 or more of the above

Any 6 of the above

Any 5 of the above

Any 4 of the above

Response: 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

5.1.4 Average percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 51.4

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2045	1290	1314	1347	2682

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 80.65**5.1.5.1** Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3031	2669	2511	2917	2801

File Description	Document
Details of of students benefited by Vocational Education and Training (VET)	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression**5.2.1** Average percentage of placement of outgoing students during the last five years**Response:** 25.16**5.2.1.1** Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
318	243	330	183	218

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 19.63

5.2.2.1 Number of outgoing students progressing to higher education

Response: 257

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 80

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	1	0	3	1

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOEFL/ Civil Services/State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	1	0	3	1

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) during the last five years

Response: 37

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
21	4	2	10	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Presence of an active student council and representation of students on academic and administrative bodies/committees of the institution

Under autonomy the college has constituted various statutory bodies as per the UGC guidelines, which have met and approved the rules of admission, new syllabi, new courses and patterns of evaluation and assessment. These statutory bodies and their composition are as follows

Academic Council – composition

- The Principal – Chairperson
- All the heads of the departments of the college
- Four senior teachers of the college
- Three external subject experts nominated by the governing body of the college
- Three university nominees
- Secretary nominated by the Principal
- Five student nominees

Committees

The commitment of the college to quality education has been made possible through different committees for the implementation and monitoring of the various activities in a democratic way. Autonomy has facilitated transparent and participative governments with powers, responsibilities and duties assigned to various committees, comprising Staff and students. These include

- Internal quality assurance cell (IQAC)
- Student quality circles (SQC)
- National festivals
- Fresher's / Farewell Event
- Remedial instruction
- NSS/ NCC/ Sports
- Magazine
- Women's Cell
- Placement Cell
- Natale
- Library
- Faculty Clubs

The inputs given by the students are considered with due diligence by the respective committee heads and after a thoughtful deliberation a conducive conclusion is arrived upon.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities / competitions organised at the institution level per year

Response: 42.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
35	55	39	32	51

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Alumnae are the ambassadors of an institution. The alumnae of St. Francis college pan globe are successful in their chosen sphere of activity and have attributed their success to their learning experience, sense of discipline and values imbibed at this institution. The alumnae association is the outcome of their desire to strengthen their links with their Alma Mater as proud ex-Francisians. The association has been registered with the Registrar of Societies as St. Francis College Alumnae Association, Hyderabad. The alumnae meet annually to foster fellowship and share their experiences with the new members of the group and in this manner contribute to the enrichment and growth of the college.

The executive body of the association meets once in two months and plans for programmes to benefit the current students. The alumnae have contributed to the enrichment of the college in different capacities

- Student fee aid
- As part time counsellors
- Facilitators in career guidance and Human Value Sessions
- Guest Speakers on various issues
- As Faculty members
- Being part of the Out – reach programme
- Towards Staff Health Insurance
- Provide placement to eligible students in their organizations

File Description	Document
Any additional information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 15 Lakhs

10Lakhs - 15 Lakhs

5 Lakhs - 10 Lakhs

2 Lakhs - 5 Lakhs

Response: 5 Lakhs - 10 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response:** 28**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
4	6	4	4	10

File Description	Document
Report of the event	View Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The vision statement of the college, “Holistic Education for the Empowerment of Women” is reflected in every area of the student life in college. The Planning and Evaluation meeting held at the beginning of the academic year reflects the plans made for the year. The meeting is attended by all the Heads of departments. It also takes stock of the programmes implemented in the previous year and strives to improve on every aspect of college life. All the members of the college are allotted different responsibilities and they work through different committees constituted which is printed in the Francisian handbook. The Principal holds regular meetings with the committees to steer them in the direct and focused direction. A review meeting is also held with the committee after every event is held. The representation of the staff is there in the Governing body, the Finance Committee, the IQAC committee and various cultural and sports committees as well. (The list of committees through which the staff and management and students work is appended)

The objectives of the institution are laid out in the Mission statement of the college which is as follows :

Motivating students to become

- Intellectually competent
- Morally upright
- Socially committed
- Emotionally stable
- Spiritually inspired
- Patriotic women citizens of India

The students are guided and moulded to become globally competent. The standards for academics are raised to provide exposure to the constant changing needs of the society by revising the syllabus of study regularly. Besides this they are given opportunities to sharpen their intellectual skills by encouraging them to participate in various competitions held all over the country. They are also offered certificate and diploma courses to venture into areas unknown that may interest them in the future. The Value Education classes and personal counseling helps them understand the significance of living a morally upright life. The Social outreach organized through NSS and the various student clubs involved in cleanliness, education of less fortunate, adopting students from rural areas, under the Swarnojwala Scheme and giving them the best education, meeting all their living expenses. Making a commitment to protect the environment brings in the needed education on Social commitment to society. The presence of the Counselor and other prayer sessions gives an opportunity for the students to reach out in time of an emotional need and be strengthened emotionally and spiritually. The ultimate aim of the college is to make our students patriotic citizens of our country. To this end there is great emphasis on contribution to national development by participating actively in all the activities in this direction by the government namely Swachh Bharat, active participation in sports at various levels, having an active NCC unit at college and the NSS that regularly conducts programmes with the motto, Not me but you...All the national festivals are celebrated in college

with great gaiety and various competitions like debates and elocutions are held to foster the spirit of Indian Independence.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The entire college functions in a very democratic manner. Every event in the college be it academic or cultural or sports is planned with the help of the staff. The inputs of the working committee are taken for planning and execution.

After every event a review meeting is called by the Principal and the positive and negative outcomes are discussed to improve for the future.

Case study

Establishment of Faculty Professional Development Committee

The committee has a Coordinator who is a senior faculty member and comprises of 10 members. The aim of the committee is to orient and help the newly recruited staff to get quickly acquainted with the Vision and Mission of the college, the academic structure, important aspects like Autonomy, Evaluation system, the Discipline and general life and culture in college etc. To this end, sessions for the newly recruited staff are arranged at regular intervals to absorb them into the mainstream smoothly. The entire process is organized, coordinated and executed by the staff. The updates of every meeting are submitted to the Principal as minutes of the meeting. A separate register is also maintained for this purpose.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

One of the strategic initiatives suggested in the strategic plan was Extensive Use of ITES for E Governance

and MIS. The college in the last 5 years has made leaps and bounds in this area. Every aspect of administration and academics has been IT enabled ensuring a smooth, transparent and paperless environment.

From social media networks to blogs and smart phones college is embracing changes in (and using) technology like never before. The past few years have witnessed some of the biggest technological advances in college. One of the biggest boon was the doing away of the manual registers for attendance and embracing the automated system of marking attendance.

The crucial class-time has been saved, through an automated solution which helps not only mark attendance but also to find out meaningful patterns in order to monitor student performance around key metrics.

Several other advantages include:

Improved Accuracy & Accessibility

Since the attendance is automated, you can be sure that the data is accurate and error-free. Once the attendance is marked, the captured data gets stored in the student attendance management system, from where anyone having the rights can view the attendance details. This feature is especially useful while locating a particular student or while analyzing trends.

Enhanced Security

The attendance data captured by the app, biometric or RFID device is stored in the attendance management system, which ensures zero data manipulation as it provides role-based access. The data stored in the ERP is protected by multiple layers of security along with strong encryption, making it immune to a data security breach and potential threats.

Furthermore, you can trigger automated SMS, Email or App notifications to parents or guardians, informing them about the presence or absence of their ward. Notifying parents ensures that all the stakeholders are well informed and aware of the student's whereabouts.

Analytics-Enabled

Using the attendance data dashboard, one can determine the attendance trends of a class, a specific subject or even a student. It helps to identify if the attendance is increasing, decreasing or is almost the same.

The students get to check their attendance position anytime. So, they do not have to constantly approach a teacher to know their attendance. Any error is brought to the notice of the teacher immediately by the student.

Thus it has become a great boon to all the users.

File Description	Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The college has a well-defined Organization with a structured hierarchy, which facilitates participative management. It helps in sustaining institutional capacity and education effectiveness through involvement of stakeholders in Committee/ Boards at various levels. The minutes of the meeting of all the committees are communicated and maintained.

At the apex, the governing body scrutinizes every aspect of the college life. The members participate in functions related to create teaching and administrative posts, to determine number and qualifications and emoluments in consultation with the Finance Committee. They also approve the award of Degrees and diplomas based on the results of examinations. The matters regarding infrastructure development and additions are also discussed by them. They scrutinize and approve the minutes of the Finance committee.

The IQAC with the Principal heading it, coordinates and supervises every aspect of college life and constantly monitors the quality by setting benchmarks in every area and ensuring that quality is sustained and enhanced.

The Principal assisted by the Vice - Principal and Dean of Academics takes care of the overall academic and administrative life of the college on an everyday basis.

The Heads of Department have numerous responsibilities in allotting workload, managing all the activities of the department including student and staff issues.

The college functions through several committees for the smooth conduct of all the affairs of the college both curricular and co curricular.

The Academic Council is the principal academic body which monitors the maintenance of standards of teaching, learning, research and training, approves the syllabi and results of the examination conducted by the institution.

The College Development council is the principal Planning Body of the Institute and is responsible for the monitoring of the development programmes of the Institution. The council makes programmes and plans to implement the decisions taken at the various high-level bodies of the college.

The other important committees include the Finance Committee which considers the annual accounts and financial estimates of the Institute and submits them to the Management for approval and recommends the annual budget and revised estimates to the Management. The Board of Studies looks after all curricular

matters especially regarding restructuring the curriculum.

The sports, cultural committees take care of the co-curricular and extra curricular activities of the college.

The Social Outreach committee is involved in all the social initiatives of the college.

The Library committee promotes and kindles the interest among the staff and students on gaining knowledge

The Grievance redressal cell, headed by the Principal takes care of every grievance that is brought to the notice and necessary action if needed is initiated.

File Description	Document
Link to Organogram of the Institution webpage	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

All 5 of the above

Any 4 of the above

Any 3 of the above

Any 2 of the above

Response: All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The purpose of any meeting is to resolve the issues in order to have a smooth functioning of the college. The various issues of the staff and students are mooted through various committees and after elaborate deliberations, a feasible solution is arrived upon. The outcome of the meeting is the proposals that are made for the betterment of the college. One of the vital meetings held in the college is the IQAC meeting in order to raise the standard and quality bar of the college.

One of the recently held meetings was by the IQAC in the month of February. The issues raised by the students included the following:

1. The placement opportunities for the PG students
2. The PG students of Mass communications suggested some of the areas of their curriculum which needed revision. They also expressed concern about the hectic schedule for projects.
3. The accommodation of students in the Labs
4. Canteen facilities
5. Request for increasing the timings of the library
6. Lockers for sports students
7. More facilities in the wash rooms

Each of the grievance was addressed and the staff incharge responded positively on the action that will be taken regarding the grievance.

Some of the general grievances addressed by the students was addressed by the Principal.

The detailed minutes and the action taken is appended.

File Description	Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The management provides a very cordial work atmosphere and also helps the staff to grow. The staff is always made to feel that they belong to a family here – a Home away from Home.

Some of the measures taken by the Management for the well being and welfare of the staff are as follows

1. Gratuity for the staff
2. EPF
3. Health Insurance
4. FIP for staff on leave to do Ph. D
5. Exception of invigilation duty and reduction of workload and flexible timings for the staff pursuing Ph. D.
6. Regular medical check up for the staff and students free of cost. Also, many health awareness programmes are undertaken.
7. Helps the non-teaching staff with monetary help in case of emergency and towards the education of their wards.
8. Provision of Interest free loans to the support staff.
9. Free Wi-Fi connectivity in campus and provision of adequate computers in each department.
10. Annual picnics for the teaching and non-teaching staff sponsored by the Management.
11. Cash incentives for Research articles published by the staff
12. Sponsorship or On Duty assistance provided to attend National and international academic conferences
13. The college provides for admissions of eligible children of employees to pursue the choice of their course and 50% concession in the fee
14. Fitness center facility for the faculty.
15. Concessional fee for children of faculty for using Indoor Sports facility.

File Description	Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years

Response: 36.23

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	45	57	87	92

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**Response:** 8.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	10	10	8	7

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**Response:** 28.54

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
45	47	41	70	39

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The IQAC during the initial years of the accreditation period collected the feedback from students through the SQC meetings and covers areas like academics, examination system, teaching methodology, functioning of the administrative staff, Canteen and other infrastructure facilities.

Last two years the college has evolved the online feedback from students which is done once every year. The students give a feedback on every teacher who taught them during the semester. This data is collected and consolidated and presented to the Principal. The Principal along with the Vice Principal gives individual feedback to each teacher, Positive feedback is communicated to encourage the teachers to do better, corrective measures are also suggested and if they do not come up to the required expectations, their services are terminated at the end of the probation period.

With the introduction of the online feedback the staff can view their feedback.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

College has the mechanism to have both internal and external audit. There are three categories of audit conducted in the college

1. The internal audit

2. The audit from the office of Commissioner of College Education, Hyderabad
3. Office of the Accountant General , Telangana Government

The internal financial audit is conducted twice a year. The first audit for the first nine months of the year ie from 1st April to 31st December takes place in the month of January of the following year. The audit of the accounts of the remaining three months happens at the end of the financial year i.e. April.

The internal audit is done by S. Ramesh Babu and Co., Chartered Accountants, according to the audit standards generally accepted in India. After a thorough perusal they certify each year that the Balance sheet of the state of affairs of the college and the Income and Expenditure accounts for each year is fair and true.

The office of the Commissioner of the Collegiate education also conducts the audit from time to time for all the government funds received by the college.

The college also had audit conducted from the office of the Accountant General from Telangana state for the accounts of the last 10 years from 2009 to 2019 by a team of three auditors.

The college settles the audit objections if any within 15 days of the receipt of the audit report.

File Description	Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 253.1

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
67.85	90.74600	63.95000	25.00000	5.55000

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

All efforts are made for optimum use of the resources in the college. The main source of the income is the tuition fee collected from the students and more than 75% of the fees collected is used for the payment of salaries to the staff. The rest of it is spent for the maintenance and miscellaneous expenditure incurred in running the institution.

The college is endowed with good infrastructure hence the management puts it to the best use.

Some of the initiatives taken by the management in this direction include:

1. Staggered timings of the college - in order to accommodate more students in the college classrooms.
2. The college receives rent for letting out the classrooms for coaching centers in the city to conduct their classes outside the college working hours
3. The college has outsourced the canteen facility and gets a regular monthly rent for the use of the premises
4. A room is also rented out for the sale of Stationery
5. The huge indoor sports stadium is let out for tournaments and other competitions
6. The premises is let out for film shooting
7. The gym facility in the college is let out for the neighbors
8. The children in the neighborhood are also given coaching in sports for a fee

The cultures prepared in the Microbiology lab are sold for a price to other college laboratories in the neighborhood

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

PRACTICE 1:

IQAC plays a vital role in implementing feedback mechanism. It acts as the nodal agency in the design, implementation, collection and analysis of the Feedback. Feedback from stakeholders is perceived as tool for continuous improvement of quality in the institution. Feedback is obtained from students, parents, alumni, teachers and employers. This gives an insight into positive and negative perception of the stakeholders about the Institution. While a positive feedback motivates the institution to work on maintaining sustainability, a negative feedback draws attention to address and rectify as soon as possible. Feedback from students has resulted in improving the effectiveness of teaching, has made learning student centric and evaluation transparent. Alumni and feedback from employers has contributed to periodic revision in curriculum design and preparing students to become employable and industry ready. Feedback from faculty has helped in strengthening existing courses and introducing new ones. Parent feedback is a reality check of the public perception of the Institution. The feedback mechanism thus brings in inclusiveness of stakeholders in defining the quality policy of the institution.

PRACTICE: 2 DEVELOPING A MODEL OF SELF SUSTAINABILITY IN THE INSTITUTION:

St. Francis College believes in developing a model of self sustainability. Quality Initiatives introduced and implemented in this regard are:

Solid Waste Management in the college premises- Orientation sessions were organized for the housekeeping 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. Vending machines for sanitary pads and incinerators for pad disposal is new initiative 'Avani' Hyderabad's only Inter Collegiate Nature Fest, with the theme 'Sustainable Living'. Events organized were - Green Entrepreneurship, Express Nature and Battle for Nature . 'Green Bazaar' had stalls offering eco-friendly products.

College has taken up an initiative to conduct Green audit and Power audit. Alternative energy generating technologies have to be employed to combat problem of energy demand. 25 kWp Rooftop Solar PV systems under Net Metering Policy were installed which generate around 100 KWh per day. Energy Audit was conducted at St. Francis College for Women by Zenith Energy Services to identify energy wastage areas and to quantify the energy losses. It was estimated that Solar PV system installed at our place reduced 66.8 tonnes of Carbondioxide emission annually.

Water audit conducted by Vyoma Consultancy Services, assessed the water consumption, prepared a consumption based audit and gave recommendations to improve water consumption. Testing for Potability of drinking water is an integral aspect of Quality initiatives to ensure the quality of water supplies in the college. Samples are collected from various coolers in the campus and testing is done at regular intervals to check for contamination. Water potability testing forms part of water management strategies to detect the bacterial contamination leading to infection.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Example 1: Introduction of innovative programmes

St. Francis College for Women has always been a pioneer in introducing innovative academic programmes and courses. In this context, the increasing demand for commerce courses, especially an academic programme which fulfils the requirements of students pursuing professional programmes such as CA, CMA and CS, was met by introducing the B.Com (Integrated Professional Programme) in 2012. This course provided integration of college education with professional education. This course allows students to pursue a degree programme along with a professional programme. It provides a flexible academic curriculum which provides for credit transfer on passing various subjects in professional exams. This course has helped several students complete the intermediate/executive level of professional programmes when they graduate.

With increasing awareness on wellness and healthy living, and lot of career options for those interested in the area of nutrition, the college introduced Bachelors (B.Sc Zoology/Applied Nutrition/Chemistry, Botany/Applied Nutrition/Chemistry) Program in Nutrition in 2013. This program was designed to cater to the requirement of students seeking career opportunities and Higher Education in the field of Nutrition and Dietetics.

The college also introduced the Bachelor of Vocation (B. Voc.) Retail Management and Information Technology to meet the requirements of providing a skilled workforce with entrepreneurial skills to meet the demand of the booming retail sector in 2014. The course has a flexible and innovative curriculum that grooms graduate with skills required in retail operations. Industry involvement in the development of the need based curriculum with focus on industry specific work readiness is the hallmark of the course. The college has a tie-up with major retailers being vocational in nature, the course is ideal for students who are seeking employment immediately after graduation and towards higher education.

B.Voc Industrial microbiology programme was introduced in 2014 to provide students with knowledge in both fundamental principles of microbial biotechnology and the various traditional and novel applications of micro organisms to industrial processes, many of which have been made possible or enhanced by recent developments in genetic engineering technology. It introduces students to the applied aspects of biology especially biotechnology and microbiology engineering with hands on experience, projects and Internships in various industries.

Besides, diploma programmes in TV Production and Screen Writing, Diploma in PC Hardware, Diploma in Finance for Managers, Diploma in Travel and Tourism Management, CISCO Certified Network Associate, Diploma in Digital Photography, Diploma in IPR ,open electives and Skill Enhancement electives have been some of the innovative programmes

Example 2: Inclusion of Project work/Dissertation as a compulsory paper across faculties in the undergraduate programmes and outreach as a compulsory paper in post graduate programmes:

Project work/Dissertation a special course designed to acquire special /advanced knowledge ,involving application of knowledge in solving/analysing/exploring real life situation /difficult problem was part of

curriculum offered to students of B.Com, Bachelor of Management Studies (BMS) and B.Sc (Chemistry / Biochemistry, Biotechnology, Chemistry/Microbiology/Biotechnology, Chemistry/Zoology/Biotechnology) . This learning experience emanating from projects warranted its introduction to students from all Faculties with adoption of the CBCS curriculum in 2016, Projects have been a quality initiative to provide students an opportunity to explore independent learning. It helps in improving critical thinking, time management skills and gives them an opportunity to express their ideas .It helps them to better their observational and analysing skills. It gives them a chance to enquire into knowledge areas that have not been part of their learning experience. It equips them with the confidence to undertake independent research while pursuing higher studies.

Introduction of Community Service / Outreach programmes in Post graduate courses as compulsory component is a means of integrating service learning into curriculum. It provides the students with opportunity to work together to address needs of the society. It promotes civic and social engagement of students by inculcating a sense of responsibility, equips them with problem solving and team building skills, improves their ability to network and evolve as difference makers in the society.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 18

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
35	13	14	15	13

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**

3.Participation in NIRF**4.ISO Certification****5.NBA or any other quality audit**

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

Response: Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of Institution	View Document

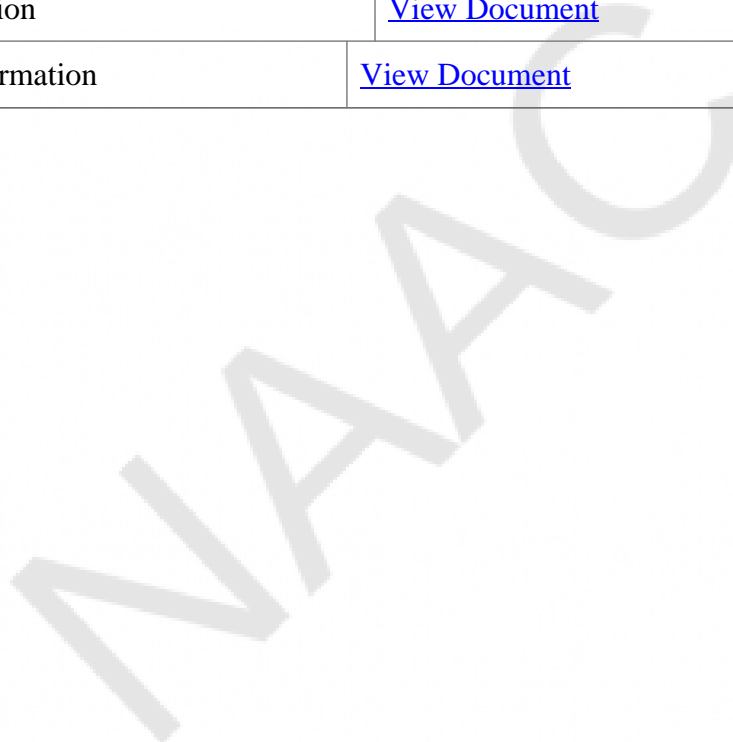
6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**Response:**

RECOMMENDATIONS 2005	FOLLOW UP ACTION
Internships - mandatory	Internships are part of curriculum.
Major and minor research projects	Faculty is provided guidance to write Projects. Department of Chemistry received UGC Major Research Project Grant, while Commerce, Microbiology and Political Science received Minor Research Project Grants. AXIS – Research Lab, facilitates Research.
Inter disciplinary projects, seminars and research.	Spectrum , Science Club has paved way for conduct of several interdisciplinary activities.
Encourage large number of publications of books and articles, research papers	Management of St. Francis is generous and Supportive. They provide incentives to faculty for publishing Research articles and faculty are felicitated on Teachers day for the same. Faculty is encouraged to attend UGC orientation, Refresher Courses as well as other seminars, workshops and symposiums organised by other Institutions

Expand consultancy services particularly department of commerce	Dr. Swaroopa Rani, Dept. of Commerce, Worked as local coordinator for Hyderabad region for an International project titled “Young lives” sponsored by DFID, UK . Worked on a Handloom sector Project, AP.	
Teachers - encouraged to work for Ph.D	6 staff members sent on FIP. 28 staff members registered for Ph.D.	
Quality circle concepts may be introduced	Student Quality Circle is involved in decision making process and feedback on various aspects of college life. Evaluation involves self appraisal of teacher, student evaluation and evaluation of teaching and non-teaching staff by the concerned HoDs. IQAC conducts annual evaluation through SQC.	
College may assist rural schools	Spectrum club organises Constellation. Science labs are open to students from rural and Government schools. NSS conducts number of training programmes in government schools in remote areas.	
Environmental issues may be brought to the notice of students	Prakriti, Nature club registered with world wide fund for Nature was formed. College participated and secured second prize for the Asian Region in the Great Power Race an International Energy Conservation Awareness Program. Waste management initiatives taken	
IA to be made online	Internal Semester Exam is conducted in the Premises. Some Departments adopt online exam.	
Timing and access to library may be further increased	After feedback from students and faculty, Library services have improved and increased accessibility and utility of Library Resources.	
Transport facilities may be provided to the students	College is located in the Heart of city and is well connected. The Management took initiatives to provide Transport facilities for students but it did not evoke a good response from students as they indicated their preference to commute using a flexible schedule.	
College may think of having an indoor stadium and a gymnasium	UGC has given a grant of 85 lakhs to construct Indoor sports facility. The college has an air conditioned Gym facility with state of the art equipment.	
College may evolve a mechanism of MoU with industries	Internationalisation of Higher Education through tie up with SAU, IOWA, USA	
College may explore possibility of having health insurance scheme.	College is proactively negotiating with Insurance companies in this regard	
Safety requirements	Installation of, fume hoods and fire extinguishers. Antidotes for chemical reaction well insulated electrical wires. Lab staff trained in fire safety.	
Women’s study centre	Being Women’s College, all activities address Gender issues.	

	Gender Studies made mandatory and related topics are introduced in the curriculum	
Recommendations- 2012	Follow up Action	
Independent women's hostel may be established	PG Accommodation is available close to campus and college has tie up with private women's hostels to provide hostel facility. Accommodation is provided at Jeevan Jyothi and Vijay Marie nursing college hostel	
Establishment of Women's study centre	The American corner in the college premises has facilitated the conduct of programs such as 'Women Empowerment through Entrepreneurship' a Virtual programming with Lincoln Learning Center, Mazar i sharif-Afghanistan. The centre also facilitates the conduct of UGC sponsored National Seminar on Women Entrepreneurship Students of commerce engage in project work on Women Entrepreneurs. The Department of English has a paper on Women's writing orienting students of Literature about the Empowerment of women in Society. Management is proactively looking at Establishing Women's Study Centre in the coming years.	
Conducting skill development courses for neighbourhood women	Mushroom Cultivation, Candle Making, Glass Painting, Baking, Sketching, Photography, Beauty decoded, Gardening and Nursery, Nutrition and wellness, Adolescent Health; Know your Money are offered to students and will be offered to neighbourhood women.	
Augment sports infrastructure	State of art Indoor Stadium helps students improve their proficiency.	
New interdisciplinary courses focussing on building life skills	Interdisciplinary courses- Critical Health Care Management, Diet for everyday living, Fitness capsule, Psychological skills for effective living, Safeguarding Children and Adults, Legal Awareness, IPR, Beauty decoded, Nursery and Gardening, Horticulture, Cosmetology, Nutrition and Wellness, Adolescent Health and Human Relation Education, Sex Education, Know your money, Social Entrepreneurship, understanding Human Rights, Finance for Managers have been introduced.	
Common room for students essential	Common outdoor space Aaram –Viram with good seating arrangement is available.	
Health insurance scheme may be implemented	Star Health insurance implemented for staff	
College needs to explore acquiring land space	Efforts are on in this regard	
Expanding international collaboration	MoU with American Embassy of USA, Public affairs division in India, Arabian Wellness and Life style Management, RAK, UAE, California Baptist University, Hacker U College, Pontificia	

<p>Research and publication needs to be increased</p>	<p>Universita Gregoriana, St. Ambrose University, USA, UEL, University of East London, Xavier University, Aruba, GMERF</p> <p>Research Projects and publications increased over the years. Research and publications have increased over the years. 1 Major Research Project and 19 Minor Research Projects amounting to 53.68 lakhs were received. Faculty published about 345 Research Papers in Peer Reviewed Journals. Institution h index is 4.</p>
<p>File Description</p>	<p>Document</p>
<p>Any additional information</p>	<p>View Document</p>
<p>Link for Additional Information</p>	<p>View Document</p>



Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 35

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	3	8	2

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2 Institution shows gender sensitivity in providing facilities such as

a) Safety and Security

b) Counselling

c) Common Room

Response:

a) Safety and security: The College is under CCTV surveillance and a number of steps are in place to ensure a safe and secure working and learning environment for the staff and students. There are Security Personnel posted at the gate (including night watchmen) to ensure protection round the clock and ensure that safety is uncompromised.

b) Counseling: The Counseling Cell (AASRA) renders services in the area of guidance and counseling. It provides in-house counseling to students for a number of issues (both personal & academic) they face during their college stay: Adjustment, Interpersonal Conflicts (family / friends), Relationship Management, Anger Management, Emotional Disturbances, Peer Pressure, Value Based Conflicts to name a few. The services of the counseling cell have been availed by a number of students. The cell also renders services to the staff and parents of students.

The college also follows a system of class teachers (mentors) – faculty assigned to the class are responsible for information sharing, mentoring, career advice and keeping track of unusual/abnormal behavior & discipline. They also keep in touch with the parents of the student if necessary, thus providing a safety net for students during the crucial years of transformation from teenager to adult.

The Department of Psychology offers a PG Diploma programme in 'Psychological Counseling skills'. As part of the curriculum, students trained in counseling skills, regularly conduct sessions for students for varied & topical issues that range from time management, preparing for exams and stress management to dealing with addiction, gender issues, abuse and body image management.

c) Common Room: Since this is exclusively a girls college there is no specific need for a separate gender based common room assigned for the students, however a number of spaces are available to students to spend free time between classes, viz:

- (1) Quadrangle
- (2) Library reading rooms
- (3) Sports stadium
- (4) Internet lab
- (5) Prayer room
- (6) Aaraam – Viraam (an open space for students to spend time informally with peers)
- (7) Aahaaram - Cafeteria
- (8) Washrooms on every floor
- (9) American Corner (administered by the US Consulate & available in the college premises, a free resource for all)
- (10) Shady tree lined spaces & wide corridors

d) Sanitary pad vending machine: The College has installed for the convenience of the students, a sanitary pad vending machine in the toilet and an incinerator for disposal.

e) Training and empowerment programmes: Regular sessions are conducted for students for gender sensitivity issues, such as training by SHE teams (Telangana Police) on dealing with eve teasing, abuse and cyber bullying/security; alumna lectures on laws for protection of women, menstrual health & care etc.

Gender Sensitization: A structured compulsory credit course on gender sensitization has been introduced in the college since the year 2016 for all students of second year. Some of the key areas covered in the class are issues connected to gender spectrum, domestic violence, female foeticide and invisible labour.

File Description	Document
Link for Additional Information	View Document

7.1.3 Percentage of annual power requirement of the Institution met by the renewable energy

sources**Response:** 4.08

7.1.3.1 Annual power requirement met by renewable energy sources (in KWH)

Response: 10434

7.1.3.2 Total annual power requirement (in KWH)

Response: 255754

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response:** 8.59

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 6575

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 76557

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:**SOLID WASTE MANAGEMENT**

The College started solid waste management from the year 2015. This was initiated by the Prakriti Club (Nature club) of the college through an awareness programme for the students and staff members of the

college. The house keeping staff who are involved with the disposal of the solid waste generated in the college, were given an orientation on 13th August 2015 by Ms. Aruna Shekar one of the pioneers in solid waste management in the city of Hyderabad. This orientation helped them to realize the importance and need for segregation and understand the types of waste.

Taking this forward the wet and dry dustbin system was implemented in the college where each classroom was provided with two bins to enable the students to dispose the wet and dry waste separately. With the spread of awareness about the importance of Solid waste management the college began to refine and adapt new methods. Thus taking this effort further the College developed a **waste management centre named 'Shubram'** where solid waste generated in the college is segregated. Shubram has many compartments where biodegradable and non biodegradable waste is kept separate. On an average approximately 5-7 kilogram of wet waste is collected and is aerobically composted in the college campus. This wet waste is mainly from the cafeteria. The non-biodegradable waste is further categorized as recyclable and non-recyclable. Approximately 200 kg of recyclable dry waste is collected per month and sent to a company called Waste Ventures of India that undertakes recycling activities. About 30-50kg of non-recyclable waste is disposed through GHMC services. This waste segregation, composting and sending for recycling is taken care of by NCC cadets and volunteers from Prakriti club with the help of housekeeping staff. The housekeeping staff has been given training at regular intervals in continuation with their initial orientation to reemphasize the good practices. This has helped in segregating the waste properly which is the first and most important step in Solid waste management.

The college has **partnered with ITC** for paper recycling and the paper waste generated in the college is recycled. College has installed one incinerator in student's washroom for the disposal of sanitary napkins. More incinerators will be installed if the performance is satisfactory.

E-Waste Management:

(i) As part of the recycling effort 'Revive', e-waste was collected and sent for recycling.

(ii) Electronic goods constitute multiple components which contain precious metals like copper, Aluminum, silver, etc. which are non-hazardous and heavy metals. Department of Microbiology has taken up project on E waste management using microorganisms (Micro remediation) having the potency of metal resistance. The microorganisms reduce the toxic effect of the heavy metals.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain water from the terrace of UG Block is collected in a harvesting pit and is used to recharge the bore well. This was constructed in 2015 with a total cost of Rs.1, 98,300. The rain water recharge pit has a dimension of 30ftx20ftx15ft. Out of 15ft depth, 10 ft is layered with rubbles, pebbles and sand which act as

filter. This filtered water is recharging the bore well. The particular bore well used to dry up by December every year before rainwater harvesting structure was set up. Presently bore supplies water through the year.

Possibility of recharging the other bore well was considered along the similar lines. However geological examination showed that the terrain is rocky which would prevent this facility.

Possibility of storage tank is also considered, but found to be less feasible since average rainy days per year in Hyderabad is only 49 days with an average rainfall of 8.2 cm per year.

In this context efforts are made for water conservation in every facility for optimum utilization.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- Students, staff using
 - a) Bicycles
 - b) Public Transport
 - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

Response:

Use of Public Transport

Almost 1430 students and 35 staff are using public transport. They avail the services of bus, MMTS or Metro train. Many staff & students also car/auto pool, to promote fuel conservation.

Plastic free campus

The “No plastic Day” was a smart initiative taken by COFEE with the motto - REDUCE, RECYCLE AND REUSE! Members of COFEE were taught how to make **paper bags**. These were distributed among various shopkeepers in the vicinity.

The **green gifting concept** of replacing bouquets wrapped in plastic with saplings was initiated from the year 2013.

In **2014**, Prakriti club recycled used paper and plastic bottles. 'Recycling workshops' were organised on February 26, **2015**. Workshops conducted on recycling paper and plastic to make handmade paper and recycled jewelry were successful in convincing the students that recycling is not only an environmental utility but is also aesthetically pleasing when done right.

The annual Prakriti Club fest ‘Avani’ initiated from **2016** has been a zero waste event, where

reusable/green cutlery is used. The entire decor for the event is done using biodegradable materials.

In **2018** the club organised an awareness drive on 'Beat Plastic Pollution' in accordance with the theme of the World Environment Day. The drive conveyed the message effectively by putting up a display of alternatives to single – use plastic and the benefits of recycling. 'Prakriti Day', i.e, October 4th 2018 marked the beginning of a tiny step in reducing single use plastic. The college canteen no longer provides plastic straws for beverages.

Paperless Office

From 2018 onwards, the college has gone completely online in terms of applications, fee payment, attendance and marks entry which has reduced the usage of paper.

Green Landscaping

NSS units and NCC actively participate in Haritha haram programme initiated by Telangana Government. They spread awareness on the importance of planting medicinal & air purifying trees, and planted a large number of trees like bougainvillea, tulsi, aloe vera, neem and few fruit plant saplings in the past 3 years.

The Prakriti Club organized Vrikshabandan on 20th August **2013** in line with Rakshabandan to demonstrate the importance and protective role of plants to humanity. In **2014**, Prakriti celebrated VanMahotsav drive on self watering plants by distributing to all departments in the college; in **2015** by planting saplings of medicinal plants; in **2016** by the departments of Botany and EVS by bringing about awareness among students about indoor air pollution and the ways to tackle it through green plants; Project Herbeno (the Herbal Garden) was initiated in **2017** by the volunteers of Prakriti.

Swachhata Pakhwada Programme

As per UGC & MHRD instructions, St. Francis College for Women, took the initiative of conducting Swachhata Pakhwada Programme from 1st to 15th Sept, 2017 to spread the message of cleanliness among students. Various activities which included some green practices were carried out:

A survey was conducted on "Care for Surroundings - Study of Garbage Cleaning Systems in Public Spaces" by students of B.Com, B.Voc and BMS.

File Description	Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.14

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.3902	0.50617	0.8305	0.76	0.0051

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 90

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	12	26	15	21

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response: 26**

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	9	8	3	2

File Description	Document
Report of the event	View Document

7.1.12**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response: Yes**

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website**Response:** Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics**Response:** Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**Response:** No**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years****Response:** 50

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	9	11	8	9

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

St. Francis college for Women has a remarkable history of celebrating our National festivals, primarily Independence Day and Republic Day with due reverence maintaining the spirit of national integrity and peace. Achievers drawn from different walks of life, from the armed forces, politicians, entrepreneurs and bureaucrats are invited to address the students in order to motivate them to serve the nation and imbibe the values on which our country stands for.

The college participates with full fervour in all the national activities like “Swachhata Pakhwada”, Human Rights Day, and National Voter’s Day

The college has been part of national campaigns organised by governmental and non-governmental agencies to create social awareness and inculcate a sense of nationalism & patriotism in them. Some of the events organised in the recent past include, Campaign for the conservation of rivers - Rally for Rivers, International Yoga Day, Haritha Haram, “Drug Abuse and Myth busting”, “Campaign against Drugs – How the Youth can make a difference” , Suicide Prevention day, National Voter’s Day, World Cancer Day, Breast cancer Awareness, World Aids Day, Human Rights Day and many more.

Many great Indian personalities lives and legacy is celebrated in the college in order to inspire the students to the greatness they are capable of achieving and to make them positive contributors to the society. One of the main events celebrated in the college is Teacher’s day to commemorate the memory of the famous educationist, philosopher, scholar, teacher, and politician Dr. Sarvepalli Radhakrishnan. The college also celebrates great personalities like Srinivasa Ramanujan and Prasanta Chandra Mahalanobis by conducting events at the college level.

The birthday of Dr. Mokshagundam Visvesvaraya is celebrated as Engineers’ Day. National Science Day is celebrated in the memory of Dr. C.V. Raman’s invention of Raman Effect. Poster presentations and quiz competitions are conducted and achievers are honored with certificates. Scientists in the city from the central and national organizations are invited as guests to motivate faculty and students by bringing the context of latest inventions and research. All the departments organize competitions and commemorative events on these occasions. Distinguished guests are invited to address the students and faculty to inspire the community to excel following the path of the great personality. Death anniversaries of great persons of

national importance are marked by paying homage and recalling their contribution to the nation.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The college maintains transparency in all its activities.

Modus Operandi:

1. Financial Transparency:

- Every proposed major activity that is to be initiated in the college is vetted by the **Board of Management** which then hands over the responsibility of execution to the Core Management Committee consisting of the Principal, Vice-Principal, Secretary & Finance Officer. The Secretary is expected to present reports & financial statements to the Provincial Bursar quarterly.
- The Annual Budget of the college is also presented at the **Governing Body** meeting of the college in the presence of representatives from the UGC, State DHE's office & University.
- The various administrative and auxiliary services divisions also undertake a continuous internal fiduciary audit.
- The Financial accounts and statements of the institution including faculty committee accounts, student club accounts & alumnae accounts are audited by **internal auditors**, Ramesh Babu & Co. The College also submits itself to an **external audit** whenever required by the State DHE's office & the Auditor & Controller General of India.

B. Academic Transparency:

- The academic programmes and courses of the college undergo a thorough check at different levels mandated by the UGC. The Departments constitute a sub-committee before the introduction of a course/programme. This sub-committee consults experts from academia/ industry/research agencies, before framing the syllabus & curriculum. This is then presented to the **Board of Studies** of the respective departments. After the Board approves with suggestions of their own, the documents are subjected to the perusal of the **Academic Council**. On approval it is presented to the **Governing Body** before being permitted to be offered to the students by the department. At every stage the interests of the students & society at large are carefully considered before approval is allowed for a course.
- At the end of every academic year, **feedback** is sought from students & faculty, formally & informally with regard to the course. Semester wise review of exam results is also conducted.
- The college constitutes an internal academic audit cell which reviews the academic performance of every department. **External academic audit is frequently conducted by academic advisors appointed by the State Commissionerate of Collegiate Education.**

C. Transparency in administrative & auxiliary services:

- The office of the Controller of Examinations shares information with students w.r.t. conduct of examinations, publication of results, revaluation & recounting procedures, etc both via the student handbook and through a counter, which also addresses student grievances. They provide verification services to other Universities and employers. The examination & evaluation system is audited and scrutinized by Osmania University before the results are published.
- Administrative staff function as information suppliers within & outside college, thus ensuring that pertinent information is shared to agencies requiring it.
- The IQAC cell elicits feedback from students, staff, parents & alumnae, and other statutory bodies; thus ensuring a 360 degree feedback from all stakeholders.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICE – 1

Title: St. Francis Social Outreach Programme (SFSOP)

Objectives of the Practice

One of the Mission statements of the college is to help students develop into socially committed citizens of the country. Being a Catholic Minority institution the college has always been at the forefront in serving the needs of the marginalised and downtrodden. This sentiment is also translated through a number of social outreach programmes and activities, where the primary goal is to involve students in community service and promote social justice.

The ultimate objective of these programmes and activities is in sensitising the students to become responsible and compassionate citizens, contributing in bringing about a more inclusive and just society.

The Context

The NSS units of the college have been involved in outreach activities since inception. However students who are not part of NSS did not have any formal avenues for community service and sometimes volunteered informally.

Post Graduate students were not mandated to be involved in any social outreach programmes and as such were left out of the aspiration of the college management to develop every student into socially committed citizens.

Visualizing a system where every student irrespective of whether they were part of NSS or not would find an avenue to contribute to social causes, the college initiated a number of policies to this end.

A number of initiatives were introduced beginning from the Golden Jubilee 'Rural outreach & adoption'

programme - Swarnojwala. Today every student is given an opportunity to be a part of the College's outreach programmes thus ensuring fulfilment of an important mission statement of the institution.

The Practice

A. Swarnojwala (Rural Student adoption programme): The Swarnojwala scheme, in a humble manner addresses the issue of gender parity and quality education for all. A heritage of concern for the under-served has seeded the idea of a rural student adoption programme - the institution's modest contribution to the cause of rural social development. The scheme was formally launched during the Valedictory ceremony of the Golden Jubilee celebrations and was operational from the academic year 2009-2010.

This scheme aims to provide education to girls who are economically backward and first-generation learners from rural backgrounds, irrespective of their caste or creed. This programme takes care of the financial, academic, boarding and the social needs of the student during the 3 Academic years that they are at St. Francis College. Faculty mentors advise the students on various aspects of college life, course choices and help them deal with language barriers and adjustment issues. Additional training in soft skills is provided where necessary and the placement cell undertakes to find employment for these students. A total of 21 students have already graduated successfully; some are gainfully employed and some are preparing for higher education; 7 students are currently at college.

B. NSS/NCC: The NSS & NCC units of the college are always at the forefront of service to the community. Some of the activities that they are involved in include:

- Supporting the governmental agencies in the implementation of various schemes and the conduct of surveys.
- Conducting camps for blood donation, eye check up and general health.
- Participating in rallies for traffic safety, breast cancer awareness, anti drug abuse, gender sensitization, etc.
- Commemoration of dates of national importance.
- Conducting camps at rural areas for health, hygiene, sanitation & financial inclusion.
- Spearheading relief activities in case of natural disasters & calamities.

C. Post Graduate students: Until 2015, the PG students were not required to be a part of the NSS and other outreach activities of the college. On their request and in order to fulfill the mission of the college in building socially committed citizens, a resolution was accepted by the Academic Council to permit PG students to undertake a formalized outreach programme. Since then the students take time off from their studies for 30 hours of community service.

D. Student clubs: The 5 faculty based student clubs viz., COFEE(Commerce), Expressions (Arts), Spectrum (Science), ARISTA (Management) & Voctalent(RMIT) regularly organise outreach programmes. Of special note is the Samaritan Transcend of COFEE, a sub club dedicated to community orientation; GLEE that is the outreach programme of Spectrum; Smile club's 'Ummeedon ka mela' and Expression's "Goonj" for the sincere and continuous efforts that they undertake.

E. Alumnae: The alumnae is supportive of the efforts that college makes towards social outreach initiatives. For instance, alumnae who are District Collectors (IAS) help in identifying meritorious & deserving students from rural areas for the Swarnojwala scheme. The Alumnae association undertakes outreach activities in the form of visit to schools in rural Telangana for supplying them with their most urgent needs. Liaisoning with external agencies to provide aid to marginalized sections of society that the college identifies. Donating in cash & kind in support of the college's relief efforts in case of natural calamities and initiating a health insurance scheme for the employees of the college.

Evidence of Success

At St. Francis every single student irrespective of whether she is part of NSS or not, finds an opportunity to give back to society. A few students after their experience at St. Francis have gone back to help the NGOs & other agencies that they have been associated with.

A number of faculty members have been recognised by external agencies for the programmes initiated by them for the students.

BEST PRACTICE - 2

Title: Employability skills and Personality Development

Objectives of the Practice

The College has always sought to partner with the students in all their aspirations and needs. One of the primary needs that students experience after graduation is to seek employment in the area of their choice. In order to fulfil this objective, the college initiates a number of activities & events to build up employability skills and personality development of the students.

The Context

The structured curriculum & courses of study are knowledge based with little scope for additional skill development. In this context a need was felt for practical skills that are not already embedded in the curriculum. The Placement cell supported by the departments has spearheaded this initiative with a number of activities. The challenge lay in identifying skill sets required for various disciplines & areas of study.

Most companies move swiftly to take advantage of environmental changes, these changes take a long time to be reflected in the academic curriculum. There is a gap that exists between course of study and requirements at the workplace. Training programmes & lectures organised by invitees from the corporate sector & other institutions offering employment help the students bridge the gap.

The internship opportunities also permit students to get an experiential learning opportunity before they make a permanent choice of a career.

The Practice

A. Placement Cell: The Placement Cell based on feedback received from various companies, developed a plan of action to train students through the following initiatives:

1. Pre Placement sessions: Pre placement sessions are regularly held with guest faculty from reputed companies, research institutions & government organisations to orient the students to the workplace culture and provide insights into recent trends in specific areas of study. The Departments & the Placement Cell collaborate to identify accomplished experts in various fields. Orientation for civil services exams and teaching jobs are also provided.
2. Out bound training: The placement cell since 2013 initiated a mandatory outbound training program for all the final year students, in order to groom them for the corporate culture. This is a high energy offsite program for enhancing individual and team performance. This has resulted in skills improvement in the areas of team work and bonding, leadership, time management, problem solving, decision making, motivation and personality development. The debriefing sessions at the end of the training help in reflection, retention and internalizing of concepts to correlate the learning from these activities to

workplace issues.

3. INISIO: The Placement Cell also organises a fest dedicated to the concept of skill development immediately before the commencement of the Placement season. INISIO (The Dawn of Learning) comprises of various events/competitions wholly organised and conducted by various companies, specialising in a particular skill. The prizes for the students are sponsored by the Companies. This initiative is the result of the goodwill earned by the college from various companies who have recruited our students earlier.

4. Campus Recruitment Training: Every year companies such as Deloitte, Condura, GE, DE Shaw & Cognizant provide a focused and specialized training programme to prepare students in recruitment skills such as resume writing, group discussion skills, interview skills, aptitude tests, leadership & communication skills, etc

1. Departmental initiatives: In order to enhance discipline specific skills individual departments organise a number of guest lectures and activities. These are usually conducted for students of the second & final year in order to orient them with the latest trends in the field and also provide a glimpse into the work culture at various organizations. A number of field visits are organised to institutions, agencies & companies of repute to provide a visual understanding of the work environment. These events also help bring clarity to the minds of the students in deciding their career path.

1. Student clubs: The student clubs of the various departments organise a number of intra & inter collegiate events, activities and competitions which help students hone their skills and help them gauge their readiness to compete with others in the skill sets required.

1. Alumnae Association: The Alumnae association of the college regularly conducts guest lecture & orientation sessions with distinguished alumnae who bring home the realities and pitfalls that the students should look out for as well as providing realistic expectations for career choices. They especially highlight current skills required for employment and avenues for acquiring them.

Evidence of Success

The initiatives undertaken by various agencies and bodies associated with the college has ensured that in any given year almost 75% of students seeking employment are recruited at the first stage of placement activity. As evidenced by feedback received from recruiting companies, students of the college have been greatly appreciated for their competence, employment readiness and communication skills. This feedback motivates the faculty and management alike to initiate similar programmes in the future as well.

BEST PRACTICE -3

Participative Management

Objectives of the Practice

The College has always functioned on a principle of consultation with faculty and students in planning its programmes and activities. This is to ensure that any activity is executed whole heartedly and all aspects have been carefully studied from the point of view of the major stakeholders to the process – the students who are the beneficiaries and the staff who normally execute the programmes. The participation is not restricted to senior faculty alone but also involves junior staff members who learn by observation and sometimes bring a fresh new perspective to the issue at hand.

The Context

In a dynamic academic environment where the primary stakeholders change every 3 years, the programmes conducted by the college need to have currency and relevance. In all disciplines of study, new technologies and practices are constantly being introduced as old systems become outdated. Changes in methodology and pedagogy are to be spread across the institution which is again possible only through the active participation of all. Involvement of a larger number of people will definitely allow for a wider point of view and more alternatives provided for effective decision making.

It is in this context that a participative management philosophy is required, to ensure that there is cohesion & coordination in all activities. The college assigns responsibilities via committees to every single member of the staff. Student representatives are selected and elected to act as a liaison between students, faculty and management. The Principal & faculty members by and large maintain an open door policy of interacting with the students.

The Practice

A. Faculty Participation in Management:

1. Representation at Governing body: Senior faculty members are appointed as representatives to the Governing Board of the college which is the apex decision making body of the institution. All issues relating to financial, academic and administrative matters are discussed, deliberated on and sanctioned by the Governing body.

2. Important functionaries:

(a) Dean Academics: The position of the Dean is of paramount importance since the incumbent works in close association with the Principal & vice Principal in executing the day to day activities of the institution. The role involves giving timely advice, liaison with staff and students, decision making on matters pertaining to academic, co-curricular and extra-curricular programmes in consultation with Principal and Heads of Departments.

(b) Controller of Examinations: The Controller of Examinations fulfils all examination related responsibilities on behalf of the Principal.

(c) IQAC coordinator: The IQAC coordinator advises the Management on new initiatives and activities for quality sustenance and enhancement. The coordinator is also responsible for collating information from all stakeholders to provide a 360 degree feedback to the management for effective control and decision making.

3. Heads of Departments: All the Heads of departments in college are members of the College Development Council and the Academic Council, automatically being involved in decision making for crucial issues of the college.

4. Faculty Committees: The College functions via 53 faculty committees consisting of every member of the staff. This ensures that every staff member feels a sense of commitment and belonging to the institution as well as helping Management in the smooth execution of every programme whether great or small. The staff members are free to voice their opinion in determining the conduct of the programme and its outcome.

B. Student Participation in Management:

1. Representation at Statutory bodies: Student representatives of all faculties are nominated to the Academic Council and IQAC. From decision making to feedback they are able to voice their opinions on a number of issues that concern them.

2. Elected representatives: Students are elected by their classmates and peers as class representatives and SQC representatives to represent their problems or act as liaison between Management & faculty.
3. Club coordinators: They are responsible for managing the student clubs at college; successfully planning, budgeting and executing every programme that is organised by the club with minimal supervision from the faculty.

Evidence of Success

- o The evidence of success of this practice is visible in the near flawless execution of every programme conducted.
- o Visibly high morale and dedication amongst the predominantly unaided faculty.
- o Low attrition rates among staff.
- o Sense of confidence among staff and students and improved leadership and team building skills.
- o Easing of burden with regard to management.
- o Recognition of success by peers and monitoring agencies who often visit college to study the functioning of the institution.

During the last 60 years of its existence the college has been fortunate to attract the best talent and expertise in the city. The familial environment, where every member of the Franciscan family is assured of being heard and whose opinions are valued contributes to this in a large measure.

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

INSTITUTIONAL DISTINCTIVENESS

The college in the 60 years of its existence has come a long way in achieving the stature and recognition it has acquired as a college with potential for excellence and one among the top 100 colleges in the country according to the NIRF framework. All through this journey, the Management has never lost sight of its avowed objective of providing '**Holistic Education for the Empowerment of Women**'. At St. Francis, this is not a simple catchphrase but a mantra that is invoked in the design and execution of all academic and allied student activities.

The college focuses on six distinct areas in its mission to empower women: intellectual competence, moral uprightness, social commitment, emotional stability, spirituality and patriotism in visualizing the hallmarks of a holistic education. Every activity of the institution is implemented with one of these as an objective.

Intellectual competence: No stone is left unturned in order to ensure that students are provided with the very best of academic excellence. The curriculum is vetted at various levels with inputs from academic & industry experts as also alumnae who are working in the field. The methodology & pedagogy of teaching is maintained at a very high standard with the latest techniques and tools used to deliver. Faculty are encouraged to constantly upgrade themselves to ensure that the students are provided with the latest and current information. Students who are not coping are helped with bridge and remedial courses. Every opportunity and resource is made available for the students to update their knowledge and ensure that they are well prepared with all that they need to know. Stimulating exercises and events through a number of club and allied activities also ensure a well rounded intellect.

Moral uprightness: The liberal academic environment coupled with the discipline of timelines and general rules of conduct reinforce to the students a sense of responsibility. At every occasion, they are reminded of the moral choices they need to make in order to be successful in an ethical manner. Regular Human Value sessions and lectures by eminent speakers provide a structured way of reminding students of the values that are important in life. Faculty also continue to reinforce this message through real life examples as they complete the curriculum.

Social Commitment: The college provides opportunities for every single student to participate in a social outreach programme at least once during their years of study. A concern for the underserved is something that every Francisian is oriented to. It is noteworthy that even alumnae continue to be associated with college in outreach activities. In addition to NSS and NCC, student clubs and PG departments also mandatorily undertake outreach programmes. The college regularly involves the neighbourhood in its outreach as a means of giving back. Students also actively involve themselves in helping in the implementation and awareness for government welfare schemes.

Emotional stability: Students of the college are treated as the adults they are in all interactions with them. The open gate system is an example of the trust that the college vests in its students. A safe and familial environment pervades the entire campus, providing a haven from all the cares that they have. Faculty members are extremely approachable and follow an open door system in interacting with students, discussing not only academic issues but personal issues as well. Mentorship is established with the class teacher system that ensures that the teachers are aware of the students and keep track of their progress and growth. The Counseling cell Aasra is available with a qualified counselor on hand to deal with any problems that the students may face. Peer counseling is also encouraged for advice on courses of study and life on campus.

Spirituality: Every morning at college begins with prayer and an acknowledgement of thanksgiving to the Almighty as also any concerns that the college may be facing. Regular prayer meetings are held to provide the students with a platform for community worship. The two prayer rooms are available to all students irrespective of religion to find a few moments of quiet and solace. Spiritual leaders and philosophers are invited to bring in their wisdom for young minds. Meditation & yoga sessions are also held.

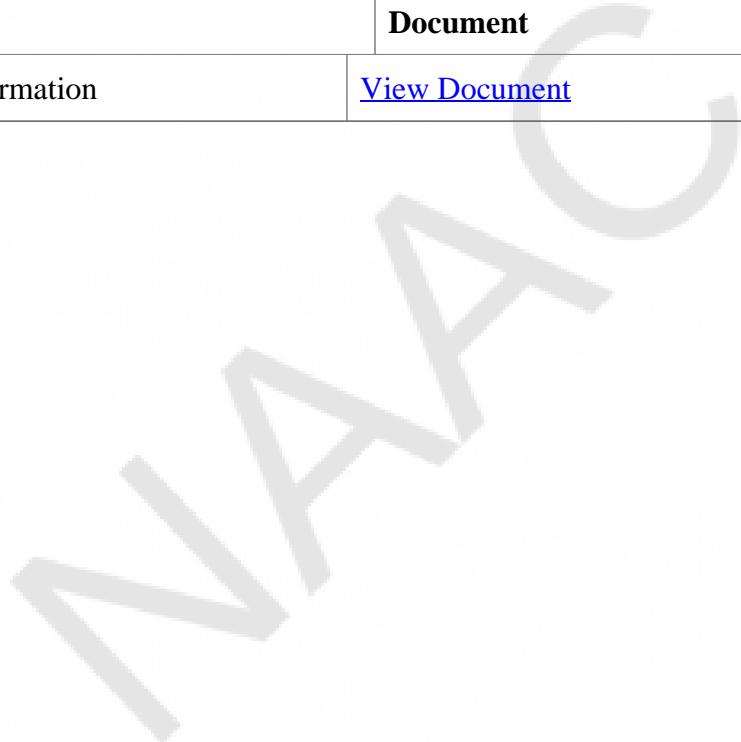
Patriotism: Apart from the commemoration of National Festivals, a number of occasions are celebrated of national significance. Students are encouraged to participate in events outside conducted by the government and other non-governmental agencies. The aim in all the activities is not to foster symbolism but to help the students understand their true responsibilities as citizens of this country.

In addition to all of these the college provides a number of growth opportunities through internships & activities of the Placement Cell; MoUs with foreign Universities for our students to visit; access to

resources such as the American Corner, British library; opportunities to network with persons of eminence and visit places of interest.

All of the activities are carefully curated in advance through a system of strategic planning at the departmental & institutional level. Feedback is constantly solicited and compiled for future decision making. The 3 years of Undergraduate study and 2 years of post-graduate study thus ensures that in addition to knowledge of the programme that the student has graduated from she is also an intellectually competent, morally upright, emotionally stable, socially committed, spiritual & patriotic woman citizen of India who is ready to chart her course and take her place in contributing to the good of society.

File Description	Document
Link for Additional Information	View Document



5. CONCLUSION

Additional Information :

Fact Sheet

Founded by : Sisters of Charity of Secunderabad Province

Established : June, 1959

Motto : Wisdom and Peace through Love

Affiliating University : Osmania University in 1959

UGC Recognition : Recognized under Sec. 2 (f) and 12 (B) of UGC Act 1964

Autonomy : 1988 (UG) 2010 (PG)

NAAC : Accreditation with Five Stars, 1999 (1st Cycle)

UGC : College with Potential for Excellence (2004 – 2019)

NAAC : Reaccreditation at 'A' level, 2006

NAAC : Accreditation 3rd Cycle with CGPA of 3.46 out of 4 (2012)

Landmark years in the History of St. Francis College

1959 : Inception of the college at Secunderabad

1960 : Introduction of B.A. curriculum

1962 : Introduction of B.Sc. (B.Z.C.) curriculum

1968 : Introduction of B.Sc. (M.P.C.) curriculum

1972 : Introduction of B.Com.

1977 : Degree College shifts to new site at Begumpet, Hyderabad

1984 : Silver Jubilee Celebrations

1988 : Degree College granted Autonomy: Restructuring of syllabus and courses;

1999 : NAAC Accreditation with 5 stars

- 2004 : 'College with Potential for Excellence' by UGC.
- 2005 : Introduction of Choice and Credit Based Semester System
- 2006 : NAAC Re-accreditation at 'A' level
- 2008 : Golden Jubilee Celebrations; Introduction of Bachelor in Management Studies (B.M.S)
- 2009 : Extension of Autonomous status till 2015 by UGC
- 2010 : Signing MOU with British Council (UK) for English Language Teaching Centre
- 2010 : PG Autonomy
- 2011 : Signing MOU with St. Ambrose University, IOWA, USA for study abroad programme
- 2012 : Addition of 4th Floor to the main building
- 2013 : Signing MOU with American Consulate for starting 'American Corner'. Completed 25 years of Autonomy
- 2014 : Sports Indoor Stadium Introduction of B.Voc. (IM) & B.Voc. (RM & IT) courses
- Extension of CPE till 2019
- 2015 : Signing of MOU with University of East London
- 2016 : Adoption of UGC-CBCS
- Signing of MOU with Xavier University Aruba
- Signing of MOU with Gregorian Pontifical University Rome
- 2017 : Extension of Autonomy Status till 2021

Concluding Remarks :

St. Francis College continues to serve the society for the last 60 years towards the cause of education of women with varied academic programmes interlaced with co-curricular, extra curricular activities, civic and social responsibility initiatives, cultural and aesthetic promotion, physical fitness and value education. The college curriculum is based on UGC advocated guidelines.