ST. FRANCIS DE SALES COLLEGE
A FRANSALIAN INSTITUTE OF HIGHER EDUCATION

NAAC ACCREDITED ● PERMANENTLY AFFILIATED TO BANGALORE UNIVERSITY ● AICTE APPROVED ● RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT ● ISO 9001:2015 CERTIFIED

Criterion 6
Governance, Leadership and Management

6.5.1: Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities.

Internal Audit – Odd Semester 2022-2023

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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Internal Audit Report

UG – Odd Semester 2022-2023

The Internal Audit for the Postgraduate Departments was conducted between 14th March 2023 and 17th March 2023 by the AAA and IQAC.

Audit Members

S.NO	Member	Designation
1	Rev. Dr. Roy	Principal
2	Rev. Fr. Jijo Jose	Vice Principal
3	Prof. Annie Christila	Academic Coordinator - UG
4	Dr. Kanchana	Academic Coordinator - PG
5	Prof. Maya Mathew	IQAC Coordinator
6	Dr. Tharini	AAA Coordinator

The Observations and Suggestions of the Audit team are as follows:

S.NO	Criteria	Observations and Suggestions
1	Multidisciplinary/Interdisciplinary courses	• OEC papers are offered by all the departments
2	Blended Learning	• 20% syllabus of OEC papers are offered in blended mode • Blended mode can be applied to other papers as well
3	Curriculum Design	• Course Plan needs more specifications on how it enriches the curriculum of the subject
4	Academic Calendar	• Department calendars are prepared • Attention to detailed planning and execution required
5	Add/on and Certificate Courses	• 9 Add on Courses were offered by the major departments

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Desalite

6	BOS/BOE	• 30% faculty have been part of the BOS/BOE
7	Integrating Cross-Cutting Issues	• Clarity on Cross-Cutting issues required • IQAC will orient the departments on the same
8	Experiential learning through project work/field work/internship	• Only 7 industrial visits and project work have been carried out • The Departments need to give more importance to experiential learning
9	Advanced and Slow Learners	• Clarity on the process is required • A policy document is already available
10	Student Centric Methods	• More Student centric methods to be adopted as part of the teaching process
11	Use of ICT-enabled tools for teaching	• More ICT tools other than PPT to be used • The same to be documented
12	PO/CO	• PO/CO Document is available in all the departments • PO/CO attainment to be studied and understood by each department
13	Pass Percentage of students	• Result analysis to be carried out by all the departments • No clear data available with the departments
14	Grants received from Government and non-government agencies	• 0 • Departments need to send proposals to various organizations
15	Research Guides	• Not Applicable
16	Research Projects	• 2 seed funding projects approved by the institution • No funding from outside
17	Innovations	• 0 • Departments need to work on this
18	Research, IP and Entrepreneurship	• 9 • More programs to be conducted
19	PhDs registered per eligible teacher	• Not Applicable
20	Research and Development	• 9 faculty have published in UGC CARE listed journals • Faculty need to work on it
21	Books and Chapters	• 24 books and chapters with ISBN numbers have been published

22	Extension activities	• 9 activities were conducted • Departments need to work on this
23	Students' participation in extension activities	• 30% • All the students to participate in extension activities
24	Collaborative Activity	• 5 • Departments need to work on this
25	MOU	• 4 • Departments need to work on this
26	Capacity building and skills enhancement programs	• 11 • Departments need to work on this
27	Vocational Courses	• Need clarity • IQAC will orient the departments on Vocational Courses
28	Students progressing to higher education	• 162/729 – Last year data • Departments need to work on this
29	Students qualifying in state/national/ international level examinations	• 2% - Last year data • Departments need to work on this
30	Student Placement	• 50% - Last year data • Departments need to work on this
31	Best Practices	• The departments have started executing their best practices • The departments to make sure the outcome of the practice benefit majority of the students
32	Linkages	• 4 • Departments need to work on this

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Internal Audit Report

PG – Odd Semester 2022-2023

The Internal Audit for the Postgraduate Departments was conducted between 25th April 2023 and 29th April 2023 by the AAA and IQAC.

Audit Members

S.NO	Member	Designation
1	Rev. Dr. Roy	Principal
2	Rev. Fr. Jijo Jose	Vice Principal
3	Prof. Annie Christila	Academic Coordinator - UG
4	Dr. Kanchana	Academic Coordinator - PG
5	Prof. Maya Mathew	IQAC Coordinator
6	Dr. Tharini	AAA Coordinator

The Observations and Suggestions of the Audit team are as follows:

S.NO	Criteria	Observations and Suggestions
1	Multidisciplinary/Interdisciplinary courses	• For PG NEP implementation has not been mandated. • Certificate Courses offered in the Even Semester could be claimed
2	Blended Learning	• Some of the major papers are offered in blended mode • Blended mode can be applied to other papers as well
3	Curriculum Design	• Course Plan needs more specifics on how it enriches the curriculum of the subject
4	Academic Calendar	• Department Calendars are prepared • Attention to detailed planning and execution required
5	Add/on and Certificate Courses	• 5 Add on Courses were offered by the major departments

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Desalite

6	BOS/BOE	• 7 faculty have been part of the BOS/BOE
7	Integrating Cross-Cutting Issues	• Clarity on Cross-Cutting issues required • IQAC will orient the departments on the same
8	Experiential learning through project work/field work/internship	• 90% of the students participated in Internship • Courses need to be identified • The Departments need to give more importance to experiential learning
9	Advanced and Slow Learners	• Clarity on the process is required • A policy document is already available
10	Student Centric Methods	• More Student centric methods to be adopted as part of the teaching process
11	Use of ICT-enabled tools for teaching	• More ICT tools other than PPT to be used • The same to be documented
12	PO/CO	• PO/CO Document is available in all the departments • PO/CO attainment to be studied and understood by each department
13	Pass Percentage of students	• Pass percentage is between 95-100% • Result analysis to be carried out by all the departments
14	Grants received from Government and non-government agencies	• 0 • Departments need to send proposals to various organisations
15	Research Guides	• 1
16	Research Projects	• 1 seed funding project approved by the institution • No funding from outside
17	Innovations	• 0 • Departments need to work on this
18	Research, IP and Entrepreneurship	• 14 • More programs to be conducted
19	PhDs registered per eligible teacher	• On the process
20	Research and Development	• No faculty have published in UGC CARE Listed journals • All faculty have attended FDP/Refresher course

21	Books and Chapters	• 6
22	Extension activities	• 2 • Departments need to work on this
23	Students' participation in extension activities	• 20% • All the students to participate in extension activities
24	Collaborative Activity	• 2 • Departments need to work on this
25	MOU	• 2 • Departments need to work on this
26	Capacity building and skills enhancement programs	• 7 • Departments need to work on this
27	Vocational Courses	• Need clarity • IQAC will orient the departments on Vocational Courses
28	Students progressing to higher education	• 2 • Departments need to work on this
29	Students qualifying in state/national/ international level examinations	• 1 • Departments need to work on this
30	Student Placement	• 20% • Departments need to work on this
31	Best Practices	• Best Practices needs revision • The Departments to make sure the outcome of the practice benefits the majority of the students
32	Linkages	• 3 • Departments need to work on this

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Internal Audit Report

Cells/Committees – Odd Semester 2022-2023

The Internal Audit for the Cells/Committees was conducted between 18th April 2023 and 21st April 2023 by the AAA and IQAC.

Audit Members

S.NO	Member	Designation
1	Rev. Dr. Roy	Principal
2	Rev. Fr. Jijo Jose	Vice Principal
3	Prof. Maya Mathew	IQAC Coordinator
4	Dr. Tharini	AAA Coordinator

The Observations and Suggestions of the Audit team are as follows:

Criteria 1 – Curriculum Cell

S.No	Cell/Committee	Observations and Suggestions
1	Academic Council	• Academic Coordinators to arrange for the Academic Council Meetings • Follow-up of the Academic Council meeting discussion needs to be done by the Academic Coordinators
2	Curriculum Enrichment Committee	• LT issues to be resolved • CEC Coordinator to have options in LT to have a better follow up • Certificate/Add on Course needs to be more systematic

Criteria 2 – Teaching Learning Cell

S.No	Cell/Committee	Observations and Suggestions
1	Exam Cell	• Exam Cell policy to be revised • Result analysis to be part of Exam Cell • Internal grievance mechanism should be documented

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2	ICT	• Orientations to be provided to staff and students • Notifications to be sent through LT • More modules to be used
3	OBE	• Policy framework to be revised • Time-to-time orientations to be provided • More emphasis to be provided to the OBE structure as per NEP • OBE documentation to be more systematic
4	Mentoring Committee	• Mentor-Mentee policy to be revised • Regular meetings with mentees should be scheduled

Criteria 3 – Innovatory Cell

S.No	Cell/Committee	Observations and Suggestions
1	Research Cell	• Advisory board is to be framed • Research culture to be promoted in the college • NAAC recommendations to be taken as a priority • Research projects from outside to be taken as a priority
2	ASPIRE and IP Cell	• KSCST – Collaborative Programs to be conducted • IP Policy to be framed • Incubation cell to be more active • Appreciation for IIC – 2 stars • Need more orientation for Students
3	Academy Industry Interaction Cell	• 33 MOU and activities to be conducted • Meetings and orientations to be conducted regularly • Most of the MOUs are with Academic Institutions • Being in Electronic City only two MOUs are available from Industry (One of the strong recommendations from NAAC was to have industry collaborations)
4	DISHA	• Since DISHA is claimed as the institutional distinctiveness, more discussion needs to happen on the policy
5	CSA	• Activities need to be conducted in collaboration with government agencies and NGOs • Appreciation Letters to be received from the collaborating agencies
6	DFFA	• GI tags to be worked on for farmers from nearby areas • Farmers to be included and be a part of the programs • Activities need to be conducted in collaboration with government agencies and NGOs • Appreciation Letters to be received from the collaborating agencies

S.No	Cell/Committee	Observations and Suggestions
7	Rangers and Rovers/KCD/NCC	• Electoral Club to be implemented • NCC Student's details to be recorded – their placement and higher studies details • More extension activities need to be conducted through NCC/KCD/Rangers and Rovers cadets
8	Red Cross/NSS	• Swachatta Action Plan to be implemented • More extension activities need to be conducted through NSS Volunteers • NSS Student's details to be recorded – their placement and higher studies details
9	Rotaract Cell	• Funds to be explored • Appreciation letters and awards to be explored • Good number of activities and Initiatives from this cell. The cell is encouraged to continue with the activities.

Criteria 4 – Facilities Cell

S.No	Cell/Committee	Observations and Suggestions
1	Library	• Budget proposals to be provided • Workload allotment to be provided • Follow up on student/faculty entry in Library to be carried out • Follow up on N-List access to be carried out

Criteria 5 – Student Support Cell

S.No	Cell/Committee	Observations and Suggestions
1	Desalite Skill Development Cell	• NSDC and Skill Development Framework to be worked on more • Vocational courses to be explored • DSDC needs to be organizing skill development programs in collaboration with National Skill Development Bodies
2	Scholarship Cell	• Streamlining of the application process to be done • Orient the students on a regular basis • Orient the staff as well • Scholarship details to be available on the website • Measures to be taken to improve the number of students on government scholarships
3	Competitive Exam and Career Guidance Cell	• Students to be motivated and oriented • Students to be connected with organizations for training • Number of orientation programs to be increased • Attention required more for first years and second years

4	Placement Cell	• Feedback from employers to be received and analysed to bridge the gap between industry and academics • 50% of students to be placed and all supporting evidence to be documented • More attention is required for BA, BSc, MSc, and MA courses
5	Amizade	• Details regarding certificate collection and alumni details to be available on the website • Documentation process to become more streamlined and easier • Alumni Database to be maintained • Regular meetings with Alumni to be encouraged
6	Counselor	• Sessions for students are taking place • Session for faculty can also be held
7	Cultural Committee	• College teams to be worked upon • A space can be given for the cultural team in various programs organized by the institution
8	Sports Committee	• Students to be motivated to participate in various sports
9	Student Committee	• Student committee to become more active • They need to be motivated to contribute to the institution
10	Statutory Cells 1. Anti-ragging Cell 2. Grievance Redressal Cell 3. ICC 4. Equal opportunity Cell 5. Anti-trafficking Cell	• Grievance mail issues to be checked • Statutory cells – Policies to be collected and maintained which are released by the government from time to time

Criteria 6 – Governance Cell

S.No	Cell/Committee	Observations and Suggestions
1	IQAC	• Saving data in the drive needs more clarity for IQAC members • IQAC members to be more active in promoting quality culture in the institution • More quality initiatives programs in collaboration with other institutions required
2	FEC	• FDPs for Non-teaching staff should be conducted

S.No		Observations and Suggestions
		• Appreciation for the number of staff-enriching programs initiated by the committee
3	Admission Committee	• Promotion activities inside the institution to be promoted • Revise Admission policy • Reservation policy to be added to the admission policy
4	Ranking Committee	• Clarity on the ranking framework required Participation in various ranking frameworks needs discussion
5	Magazine	• Magazine to be released on Annual Day
6	Newsletter	• Follow-ups are required for the final printing of the Newsletter editions

Criteria 7 – Best Practices Cell

S.No	Cell/Committee	Observations and Suggestions
1	Desalite Women Empowerment Cell	• Orientation to women on the National scheme for entrepreneurship to be provided • More students and faculty to be involved in the activities of the Cell to promote gender inclusivity
2	Desalite Nature's Club	• Follow-up with department green practices is required • More eco-friendly measures to be initiated on the campus
3	Health Club	• More number of awareness programs for students/staff to be conducted • Health Camps to be organized for staff and students
4	NEDA/International Student Forum	• The association is active and students need to be motivated to do more activities
5	DCA	• Activities mentioned in the benchmark to be conducted
6	Discipline Committee	• The committee should be more active • Disciplinary measures to be implemented
7	Quills Quake	• Regular Activities required from Quills Quake • Planning needs to be worked upon
8	Gandhian Study Centre/Ambedkar Study Centre	• Activities collaborated with BU and Government of Karnataka to be organized • Funding can be explored
9	Innovation and Best Practices	• Follow up with department best practices required • Documentation to be worked upon

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