

*Academic & Administration Audit  
2018-19*



# Academic & Administration Audit 2018-19

## Part – A

SL. No	Particulars	Answers
1	Has Institution appointed a permanent principal?	Yes
2	Is she/he Ph.D.?	Yes
3	Number of professional Programmes held for non-teaching staff in the last two years:	4
4	Is the perspective and strategic plan prepared and being followed in the Institution?	Yes
5	Office Automation	
	1 Administration	
	a. Admission Processes	
	- Online Admission	
	b. Enrolment	Yes
	c. Maintenance of Records	Yes
	d. Declaration of Results	Yes
	2 Accounts	
	a. Fees Collection	Yes
	b. Maintenance of accounts	Yes
6	Is there a College website?	Yes
7	Is it updated till 2019	Yes
8	Is the College Library automated?	Yes
	a. Record of Books	Yes
	b. Issue and Return of Books	Yes
9	Does the library provide open access facility?	
	a. To all	Yes
10	Is there Internet facility in the library?	
	a. For all	Yes
11	Is there an Anti-ragging Cell in the college?	Yes
12	Are there any Welfare schemes?	Yes
13	Is there a Women's Development Cell/Anti Sexual Harassment Cell?	Yes
14	Is there a functional Alumni Association? (minimum of 1 meeting per year)	Yes
15	Do you organize Institution & Stake holders meet (minimum one meeting per year)	Yes



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<i>Sl.No</i>	<i>Particulars</i>	<i>Answers</i>
1	Total Permanent Staff (Teaching)	83
2	A. How many faculties have attended FDP?	78
3	B. Faculties who have attended Refresher or Orientation Courses	Nil
4	Participation of Faculties in Capacity Building Workshops (CBCS, MMI, UDISHA, NME-ICT, KMP etc)	Nil
5	Innovative Practices	Yes

<i>Sl.No</i>	<i>Particulars</i>	<i>Answers</i>
1	Percentage of teachers with M.Phil as the highest qualification:	25%
2	Articles in refereed Journals, Books and Edited volumes	Yes
3	Are you generating resources through consultancy?	Yes
4	Sponsorship of events and resources generated	No
5	State /National/ International level Seminars/workshops/conferences organized during last 1year/ 2 years.	Yes
	a. Sponsored research projects:	
	Completed	Nil
	Ongoing	Nil
	b. Unsponsored research	
	Completed	Nil
	Ongoing	Nil

<i>Sr. No</i>	<i>Particulars</i>	<i>Score</i>
1	Number of effective teaching days (Number of working days – Exam days)	98
2	Use of Power Points in Classes	Yes
3	Does the Institute do anything for the improvement in learning quality enhancement?	Yes
4	Do you conduct study visits, field trips, Exhibitions learning quality enhancement?	Yes
5	Are any Personality development programmes conducted?	Yes
6	Do you organize & document various extra-curricular activities?	Yes
7	a. Is there a student council in place?	Yes
	b. How often do they meet? 2 or more times	Yes
8	Does your College have any Feedback Mechanism (students, Faculties & Industry)?	Yes
9	Do you have any Community Audit Mechanism? (through Stake holders)	Yes
10	Discipline, Decorum & Ambience (in class and campus.)	Yes



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<b>11</b>	<b>Innovative Practices</b>	<b>Yes</b>
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<i>Sl.No</i>	<i>Particulars</i>	<i>Answers</i>
<b>1</b>	<b>Campus Area</b>	<b>40 Acers</b>
<b>2</b>	<b>Campus Ownership</b>	<b>Yes</b>
<b>3</b>	<b>Do you have separate reading area for student &amp; Staff?</b>	<b>Yes</b>
<b>4</b>	<b>Laboratories</b>	<b>Yes</b>
<b>5</b>	<b>Security</b>	<b>Yes</b>
<b>6</b>	<b>Potable Water facility</b>	<b>Yes</b>
<b>7</b>	<b>Power Backup facility</b>	<b>Yes</b>
<b>8</b>	<b>Washroom facility (for Male)</b>	<b>Yes</b>
<b>9</b>	<b>Washroom facility (for Female)</b>	<b>Yes</b>
<b>10</b>	<b>Washroom facility (for Staff)</b>	<b>Yes</b>
<b>11</b>	<b>Parking</b>	<b>Yes</b>
<b>12</b>	<b>Class rooms (as per requirement)</b>	<b>Yes</b>
<b>13</b>	<b>Staff room (Tick only one) Staff room with separate cabins</b>	<b>Yes</b>
<b>14</b>	<b>Seminar Room</b>	<b>Yes</b>
<b>15</b>	<b>Common room (Girls)</b>	<b>Yes</b>
<b>16</b>	<b>Health Centre facility</b>	<b>Yes</b>
<b>17</b>	<b>Sports Facility</b>	<b>Yes</b>
<b>18</b>	<b>Indoor Sports facility</b>	<b>Yes</b>
<b>19</b>	<b>Gymnasium</b>	<b>Yes</b>
<b>20</b>	<b>Hostel (Boys)</b>	<b>Yes</b>
<b>21</b>	<b>Hostel (Girls)</b>	<b>Yes</b>
<b>22</b>	<b>Transportation for students</b>	<b>Yes</b>
<b>23</b>	<b>Support services (Bank/PO/Xerox)</b>	<b>Yes</b>
<b>24</b>	<b>Canteen</b>	<b>Yes</b>
<b>25</b>	<b>Approach Road</b>	<b>Yes</b>
<b>26</b>	<b>Garden</b>	<b>Yes</b>
<b>27</b>	<b>Auditorium/ Assembly hall</b>	<b>Yes</b>
<b>28</b>	<b>Internet facility: For Staff &amp; students</b>	<b>Yes</b>
<b>29</b>	<b>Overall Maintenance</b>	<b>Yes</b>



# Academic & Administration Audit 2018-19

## Part – B

### Departmental Activities Details

#### Departmental Seminars and Workshops

<i>Sl. No</i>	<i>Department</i>	<i>No. of Seminar and Workshops</i>
1	BCOM	5
2	BBA	2
3	BCA	2
4	BSC	1
5	BA and Languages	4
6	Post-Graduation Department	1
7	Research and IP Cell	4

#### Departmental Events

<i>Sl. No</i>	<i>Department</i>	<i>No. of Event</i>
1	BCOM	20
2	BBA	12
3	BCA	13
4	BSC	11
5	BA and Languages	14
6	Post-Graduation Department	08

#### Departmental Guest Lectures

<i>Sl. No</i>	<i>Department</i>	<i>No. of Guest Lectures</i>
1	BCOM	05
2	BBA	04
3	BCA	02
4	BSC	02
5	BA and Languages	05
6	Post-Graduation Department	03

#### Departmental Industrial Visits

<i>Sl. No</i>	<i>Department</i>	<i>No. of Industrial Visits</i>
1	BCOM	02
2	BBA	01
3	BCA	02



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4	BSC	01
5	BA and Languages	01
6	Post-Graduation Department	02

### Certificate Courses offered

<i>Sl. No</i>	<i>Department</i>	<i>No. of Certificate Courses</i>
1	BCOM	03
2	BBA	02
3	BCA	02
4	BSC	02
5	BA and Languages	02
6	Post-Graduation Department	02

### Skill Development Programmes

<i>Sl. No</i>	<i>Department</i>	<i>No. of Certificate Courses</i>
1	BCOM	07
2	BBA	04
3	BCA	04
4	BSC	03
5	BA and Languages	05
6	Post-Graduation Department	03

### Recommendations:

- Alumni Association Should be Registered
- Library should be Automated with new software
- Faculty publications should be improved, Needs to publish Articles and journals in UGC recognised and national and international journals.
- Management should be Provide more welfare measures for the overall improvements of the both Teaching and Non-teaching staff.

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- Management should be Provide More financial assistance for the Teaching staff to attend the seminars and conferences.
- Governance system of the institution should be more de centralised.
- Online Grievance system should be activated and should available in college website





# ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University || AICTE Approved Electronic City, Bengaluru - 100

Reaccredited by NAAC with 'B++' Grade || Recognised under section 2(f) & 12(b) of the UGC Act || An ISO 9001: 2015 Certified Institution

## A FRANSALIAN INSTITUTE OF HIGHER LEARNING

### Academic and Administrative Audit

#### Follow-up Actions 18-19

#### Action Taken:

1. Alumni association was registered as AMIZADE
2. The library was automated with ILMS
3. Faculty were encouraged to publish articles in UGC CARE listed journals.
4. Staff Welfare measures included providing tea/coffee for the faculty during the break time.
5. The HODs and coordinators were empowered to make decisions at various levels.

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