

The Annual Quality Assurance Report (AQAR) of the IQAC

2015-16



Submitted by

ST.CLARET COLLEGE

Jalahalli, Bengaluru-13

To

NAAC

Bengaluru

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year

2015-16

1. Details of the Institution

1.1 Name of the Institution

St. Claret College

1.2 Address Line 1

MES Ring Road

Address Line 2

Jalahalli

City/Town

Bengaluru

State

Karnataka

Pin Code

560013

Institution e-mail address

claretcollege@gmail.com

Contact Nos.

080-23454755

Name of the Head of the Institution:

Rev. Dr. Sabu George

Tel. No. with STD Code:

080-23454755

Mobile:

+91-8105202584

Name of the IQAC Co-ordinator:

Dr. Harmeet Matharu

Mobile:

+91-9632085608

IQAC e-mail address:

iqacstclaretcollege@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC (sc)/01/A&A/004/May 05, 2014

1.5 Website address:

www.claretcollege.edu.in

Web-link of the AQAR:

www.claretcollege.edu.in/AQAR/2015-16.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.41	2014	5 years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY

2009

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR *2014-15 submitted to NAAC on 17-12-2015.*
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes NO

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women
 Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B NO
 Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce
 TEI (Edu) Engineering Health Science Management

1.11 Name of the Affiliating University (for the Colleges)

Bangalore University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	06
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	02
2.4 No. of Management representatives	02
2.5 No. of Alumni	02
2.6 No. of any other stakeholder and community representatives	-
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	14
2.10 No. of IQAC meetings held	01

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

- National conference on “Issues and Challenges of Commerce & Management “ on 20th October 2015
- INIT 2016: National level student’s conference and Paper Presentation Competition on 26th February, 2016.
- Inter collegiate BBM Project Presentation Competition on 22nd March, 2016
- Two days state level workshop for teachers of English on 31st March & 1st April 2016.
- State level seminar on Life & works of Sh. K.P.Poorna Chandra Tejasvi in association with Karnataka Sahitya Academy on 26th April, 2016.

2.14 Significant Activities and contributions made by IQAC

- Systematic annual plan for conducting class tests, assignments, presentations, peer teaching methods, students hand books etc
- Introduction of personality development programs
- Educating and sensitising students on environmental issues
- Educating and sensitising students on Gender Issues.
- Organising literary fests such as Hindi Divas, Kannada Day celebration, literature clubs
- Faculty development programs, 2 State Level Seminars and 1 National seminar
- MOUs with industries and training institutes.
- Apart from the activities and contributions mentioned under 2.13(ii), the IQAC has also contributed to the following activities:
 - a) Two days FDP on the use of ICT in classrooms on 23rd & 24th June, 2015.
 - b) Bridge course for the 1st Year students in Accounting and Mathematics from 2nd - 24th July, 2015
 - c) One day State Level English conference for the students of BA & MA (Optional English) on 22nd February, 2016.
 - d) Certificate course in Soft Skills in association with FINEXPERT for 1st first year students during February 2016.
 - e) Two days Skill Development Workshop on “Internet of Things & Smart Home” in association with Frugal Labs Tech Solutions Pvt. Ltd. 1st & 2nd August, 2015.
 - f) Abhivridhi : Inter- collegiate Hindi Book Fest in association with Vidya Mandir Hindi Book Centre on September 11, 2015.
 - g) Confluence: Inter collegiate IT, Commerce, Humanities, Management fest on 14-15 September, 2015.
- Book exhibition in association with Info Book Distributors during 7th & 8th October, 2015.
- Intra-collegiate literacy week in English, Hindi, Kannada and Malayalam during 18th - 22nd January, 2016
- Mayurika, Inter-Collegiate Cultural Fest, was organised on 18th February, 2016.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
To conduct National and State level Seminars	Conducted a National level conference on Issues and Challenges of Commerce and Management on 20 th October,2015. Conducted two State Level Conferences (INIT 2K16 on 26 th February,2016 and Claret Conference on 22 nd March, 2016).
To organize an FDP before the start of the academic year	FDP was conducted on 23 rd & 24 th June,2015
To conduct college election to have student representatives in governance, and Thanks giving and Graduation Ceremony	Conducted college elections and the investiture ceremony was on 25 th July,2015. Graduation ceremony was held on 13 th April,2015
To continue personality programs and knowledge enhancement events, certificate courses, bridge course, pre-placement training for the students	Personality programs through Life Skill Development and Personality Development Programs, CA-CPT,SAP Courses for all the students established linkages with SAP, ICMA. Started “Advantage U” a professional skills program by TalentEase, a Hyderabad based company.
To create better aptitude towards	Started a club called as Current Affairs

current affairs	Forum where students are helped to be up-to-date with current affairs
Fine tuning of Literary Club, Library Club etc.	The functioning of the clubs, organised Library week, Literary week in the college, library orientation for the first year batches of the students
To conduct Parent- Teachers meeting	Organised parent-teacher meeting during each semester
To conduct Athletic Meet for PU and College students	Conduct Inter collegiate sports and athletic meet in the college on 27 th & 28 th February, 2016.

* Attached the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

IQAC report was placed in the management committee meeting and evaluated. The suggestions given by the management committee will be taken care of in the next year.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	No			
PG	No			
UG	06		06	06
PG Diploma	No			
Advanced Diploma	No			
Diploma	No			
Certificate	05		05	
Others	No			-
Total	11		11	07

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Value Added courses were introduced.

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

Department of Languages

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	14	-	-	-

2.2 No. of permanent faculty with Ph.D.

02

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10	-	--	-	-	-	-	-	10	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

04

04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	23	03
Presented papers	06	21	01
Resource Persons	-	-	-

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

The IQAC is been continuously striving to develop the research skill of the faculty members by encouraging them to attend the conferences, papers publications, conducting remedial teaching, conducting bridge courses, organising industrial visits.

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

174 Days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

As per Bangalore University

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

00

00

01

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

92

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	EVEN: 511	19.56	36	18.39	5.87	94.52
	ODD: 479	38.6	38.6	12.73	3.34	87.26
BBM	EVEN: 148	20.9	33.7	18.92	6.08	79.73
	ODD: 139	18.8	35.5	15.22	-	69.57
BA	EVEN: 61	22.9	29.5	13.11	6.56	73.77
	ODD: 23	25	38.33	20	1.67	85
BCA	EVEN: 149	43.6	39.5	2.68	-	85.90
	ODD: 151	52.9	27.15	3.97	-	83.44

No. Of students for ODD i.e. Nov-Dec 2015 (I, III & V SEM,) & EVEN i.e. April-May 2016(II, IV, & VI SEM)) semesters

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

Each class has a mentor, who has regular contact with the students. The responsibility of the mentor is to take complete care of the mentees in their academic endeavour. At the end of the each semester, performance appraisal is done for each of the faculty based upon the 360 degree appraisal.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	41
UGC – Faculty Improvement Programme	
HRD programmes	-
Orientation programmes	41
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	36
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	-	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC has Research Promotion Cell, with the sole objective of promoting the research attitude among the Faculty members in presenting papers and publication of research articles in Peer Reviewed journals. IQAC also organised FDP for the Faculty members at the beginning of the academic year. An orientation programme was also conducted for the faculty to use online resources such as Infilbnet, Delnet to prepare research articles.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	01	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	06	01

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	01	4	-	-
Sponsoring agencies	-	Self financing	Self financing	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

NIL

NIL

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

NIL

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="03"/>	College forum	<input type="text" value="13"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="09"/>	Any other	<input type="text" value="-"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Visit to Summanahalli Rehabilitation Centre for Leprosy
2. Blood donation camp by NSS.
3. Campus and neighbourhood cleaning Programme
4. NSS special camp at Bangalore University
5. Rally on Swami Vivekananda Jayanti at Kanteerva Indoor Stadium
6. Organised personality development camp, University level at NSS Bhavan
7. Visit to Gandhi Museum on 2nd October, 2015

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	28329sq.mts	-		28329 sq.mts
Class rooms	1053 sq.mts			1053 sq.mts
Laboratories	495 sq.mts			495 sq.mts
Seminar Halls	709 sq.mts	-	-	709 sq.mts
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library:

The library has extensive use of the ICT facility for the provision of maximum utilisation of available resources. The following are the facilities are available such as OPAC, INFLIBNET, DELNET and British Council Library; Libsoft is being used for complete library automation. Eight computers with internet connection with an internet bandwidth of 25 Mbps are provided in the library for the exclusive use of library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2168	309316	275	36,634	2443	309316
Reference Books	3324	13,77,178	413	1,62,203	3737	13,939,381
e-Books	-	-	-	-	-	-
Journals	62	89903	72	86,613	134	1,76,516
Digital Database	-	26500				
CD & Video	75	9631	02	120	77	9751
Others (specify)	-	10,000	-	10000	-	
British Library						
E- Resources: All the journals of Inflibnet & Delnet						
Inflibnet(Annual Subscription)						34,200
Delnet(Annual Subscription)						11,500
Library Software						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	123	60	12	24	12	06	09
Added	10	04	-	01	03	02	-
Total	133	64	12	25	15	08	09

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

All the computers in the college has internet connection and Wi-Fi facility is given in the departments so that teachers and students can have internet access. The college also has a student friendly website which provides all the information about attendance, performance in Tests, Exams etc., which can be accessed by the students and parents 24/7.

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs.4,80,533
ii) Campus Infrastructure and facilities	Rs.8,79,389
iii) Equipments	Rs.9,25,266
iv) Others	-
Total:	Rs.2,285,188

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Fresher's Day Celebration, Investiture Day celebration and election of College captains and presidents & vice presidents of clubs & associations, Library Orientation Program for New students,

5.2 Efforts made by the institution for tracking the progression

At the beginning of the each semester students are given a Hand book which provides all the information about the programs in the college, syllabus, time table for classes and class tests, faculty information, information about different clubs and association of the college, etc.. College also has a software which is used to check the students' progress both in curricular and non curricular aspects.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
968	-	-	-

(b) No. of students outside the state

85

(c) No. of international students

32

Men	No	%	Women	No	%
	502	51.86		466	48.14

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
546	60	23	242	-	871	673	77	21	197	-	968

Demand ratio %: 95.45%

Dropout % : 4.54%

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

College provides coaching classes for CA-CPT, ICWA, and other trainings from several institutes. The library has a special section for books for different type of competitive exams such UGC NET, Bank Probationary Exams, and Civil Service Exams.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

The Placement and Career Guidance Cell (PCGC) at St. Claret College is an effective institutional arrangement primarily aimed to train and place our final year students. The PCGC functions with facilities for PPT, written test, group discussions and interviews. It plays a key role in career counselling and guiding the students for their successful career placement. This includes advising the students on placement procedures, directing them on resume preparation, giving training in group discussions, interviews and written tests.

The PCGC also invites Soft skills trainers from the corporate sector to share their insights and enhance the skills and abilities of the students, which makes them ready to face interviews and the corporate world in the future. It conducts credit professional skills program called "Advantage U" with the help of TalentEase company.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
21	200	140	21

5.8 Details of gender sensitization programmes

The International Women's Day was celebrated at SCC on March 9, 2015. Ms. D. Roopa, IPS, presently serving as Deputy Inspector General of Police and Joint Commissioner of Police, City Armed Reserve, Bangalore City, was the Chief Guest of the program.

There were competitions for the students prior to the International Women's Day celebration, such as Slogan Writing, Pencil Sketching, Collage and Debate held on the 2nd and 3rd of March, 2015. The theme for Slogan Writing was 'Modern Feminism'; for pencil sketching, 'The Girl Child'; for Collage, 'The Woman of Today'; and for Debate the topic was 'Do Indian Homes really encourage the Growth of Women?'

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	97	Rs.6,32,325
Financial support from government	35	Rs. 2,76,197
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision Statement: Our Vision is to promote educational excellence, leadership and service, based on universal love in an environment characterized by respect for the individual and concern for the community, so as to effect holistic transformation in each student.

Mission Statement: Our mission is to form intellectually competent, professionally skilled, spiritually vibrant, morally responsible, socially just and culturally sensitive global citizens through holistic Claretine education to advance a civilization of love and harmony.

6.2 Does the Institution has a management Information System

Yes, the institution has a Management Information System which deals all the information related to student admission, segregation based upon gender, urban, non-urban, Indian, foreign students, Scholarship information, students attendance, performance in class tests, Internal exams, Result analysis, faculty profiles, student profiles. etc..

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

6.3.1 Curriculum Development

Certain value added programs have been added along with regular syllabus and curriculum of Bangalore University by the college to augment the syllabus of the university.

6.3.2 Teaching and Learning

The institution always believes in the development of teaching faculty both at academic and personal level. At the beginning of each semester, the college organised 2 days Faculty Development program for faculty development. The college also encourages the faculty members to participate in conferences, seminars, presentation and publication of papers, with financial support for the same. The faculty members are also encouraged to take up research activities and earn higher educational qualifications such as M.Phil, Ph.D, etc.

6.3.3 Examination and Evaluation

- Class Test (Minimum 03)
- Subject wise assignments (minimum 05)
- Class Internal Assessment Test (Two in a semester)
-

6.3.4 Research and Development

During the academic year 2015-16 a total number of 28 faculty members from all the departments participated/presented their articles at the State, National & International Conferences, seminars and workshops. The college has also been encouraging the faculty members for their research work through providing financial assistance and also OOD facility.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Use of Information and Communication Technology is used extensively in teaching at St. Claret College. All the class rooms have been equipped with AV facility. Teachers make use of it for their classes and presentations. Library is automated and it has a wide range of collection of CDs and DVDs which are used by both the Faculty members and students.

6.3.6 Human Resource Management

Human Resource Management at St. Claret can be considered one of its best practices. St. claret College has laid down certain policies and procedures in recruiting human resource. These policies and procedures are followed in recruitment, assessing and rewarding employees and also in training and development of employees. The institute also provides the facilities such as PF, Gratuity, Group insurance, Interest free loan, Annual picnics and refreshment, maternity leave for faculties, conveyance charges and registration fee for attending conferences & seminars, and free education for the children of employees in St. Claret Institutions,

6.3.7 Faculty and Staff recruitment

Depending upon the requirement HR planning is done, and well qualified and experienced staff are recruited as per the requirement.

6.3.8 Industry Interaction / Collaboration

St. Claret College has MOUs with SAP, ICAI, TalentEase, International Skill Development Corporation, Aptech Computer Education, Samvit Academy, and IINT Bangalore to conduct various programs in the college.

6.3.9 Admission of Students

Admissions are done as per the norms. Normally seats are given to all the deserving candidates at an affordable cost.

6.4 Welfare schemes for

Teaching	06
Non- teaching	04
Students	05

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes

✓

No

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6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	YES	Principal & IQAC
Administrative			YES	Principal & IQAC

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

--

No

✓

For PG Programmes

Yes

N

No

NA

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Each department organises Alumni meet every year. The Department of Computer science (BCA) organised Alumni Meet on February 27, 2016.

An Alumni meet was organized for the entire St. Claret College alumni on April 23, 2016 which witnessed elections of the President and Secretary of St. Claret Alumni Association.

6.12 Activities and support from the Parent – Teacher Association

Every semester there are two “Parent Teacher Meetings” organised and the feedback of parents collected during the meeting.

6.13 Development programmes for support staff

Orientation and training programs are organised by the college for the support staff.

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

Whole campus has been converted into litter free zone and we use CFLs and LEDs for lighting. The college is also in talks with agencies for solar power plant for electricity. Formation of Environment club, planting of trees on the birthday celebration of principal, vice principal and faculties, and trying to recycle which ever possible are some of the other steps taken on campus.

Criterion – VII

7. Innovations and Best Practices

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

Introduction of class test after the completion of each chapter, conducting two Internal Assessment Tests, Assignment, Online attendance monitoring system, Cash incentives for research paper publications, presentations, and publishing book, etc. are some of the innovative practices introduced in the college.

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

- National conferences, Seminars and workshops were conducted by each of the Departments.
- Five Assignments were given to the students for each subject.
- There was active involvement of Current Affair Forum for better growth and enhancement of students' knowledge in current affairs.
- Wiz-Quiz competition was conducted by Current Affairs Forum for the students of St. Claret College where 140 teams participated.
- An Essay writing Competition was conducted by Current Affair Forum where there were about 45 participants from all the departments.
- Current Affair Forum also conducted pick and speak competition where 30 students participated from all the departments.

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

- Financial assistance for poor and backward class students.
- Introduction of Value added programs, personality development programs

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

7.4 Contribution to environmental awareness / protection

Environmental Club planted medicinal plants in the college campus on 7th September, 2015.

Environmental club also conducted Poster Presentation Competition and Collage making competition on Global Warming on 08th and 28th September, 2015.

Environmental club also organized an essay writing contest on "Top five Environmental Issues" on 05th October, 2015.

Environmental Club conducted various competitions on 12th January, 2016 as a part of Green Day Celebration including events like Essay writing, Slogan writing, Collage making, Rangoli, Face painting, Caption writing, Debating and Best-Out-Of-Waste.

Environment club also organized Organic Food Stall on 15th March, 2016, with an aim to raise funds for the club and to be utilized in future for the people in need.

Neighbourhood cleaning programme was organized by the club on 29th March, 2016 at Jalahalli Village, Bengaluru.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths

- Ever supportive management
- Dedicated principal, vice principal and faculty & staff
- Philanthropic orientation of the institution
- Institutional social responsibility
- Well maintained library and campus
- Result oriented IQAC

Weakness

- Self finance

Opportunities

- Opportunity for both horizontal and vertical development

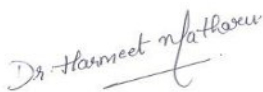
Threats

- Location: No visibility

8. Plans of institution for next year

1. To organize faculty development program during the month of June, 2016
2. To organise a National Level Conference on the topic “ Start Up India: Trends, Opportunities and Challenges” during the month of October 2016
3. To organise a Faculty Development Program during the month of January, 2016.
4. To bag university Ranks
5. To organize an International Conference on “ Trends and Innovations Implying Future Technology” during the month of February,2017.

Dr. Harmeet Matharu



Signature of the Coordinator, IQAC

Rev. Dr. Sabu George



Signature of the Chairperson, IQAC

Annexures

St. Claret College, Bangalore -13

IQAC

Detailed Calendar of Events, Academic session 2015-2016

June

- 22 Induction for New Faculty & Staff
- 23- 24 FDP for Faculty
- 25 Reopening for III and V Semesters
- 27 Farewell of Former Principal
- 29 Inauguration of Academic year for I Sem. Students & Magazine release "Excelsior"
- 30- July 01 LSDP for First year Batch

July

- 04 Orientation Programme on Life Crisis for CSA Students
- 07 Library Orientation Program
- 08 Workshop on "Stock Marketing" by Commerce Dept.
- 10 Field Trip for B.Com TT Students to Indian- International Travel Mart
- 10 Workshop on Stock Broking and Technical Analysis with hand on Virtual Investment Experience" by Commerce Dept. for First years.
- 10- 11 Airtel- Talent Hunt
- 16 Elections
- 17 Guest Lecture 'Importance of Vachana Sahitya' by Language Dept.
- 23 Guest Lecture 'Big Data' by BCA Dept.
- 25 Inauguration of Association and Oath of Office by the Cabinet
- 27 Fresher's Day
- 27 Guest Lecture on 'Internet of Things' by BCA Dept.

29 – Sept 01

DAES programme conducted by English Dept.

August

- 01 Visit to Sumanahalli by NSS Team
- 01- 02 Workshop by Dept. of Comp. Science 'Internet of Things & Smart Homes'
- 03 Guest Lecture 'Role of Travel Agencies in Tourism Development in India' for B.Com TT
- 04 Competition cum Exhibition by Literary club and the Dept. of Languages
- 05 Guest Lecture 'Careers & Opportunities in Entrepreneurship' for B.Com Final years
- 05 Guest Lecture by Dr.H.D.Sangliana -Business Ethics & Corporate Governance
- 05 Gust Lecture 'Literary & Art Forms' organized by Literary Club
- 07-08 LSDP for Second year Batch
- 07 "Mock Stock" by Business Club
- 08-09 Leadership Camp for CSA
- 10 Motivational Talk about voluntary blood donation
- 11 Ad Campaign "Relaunch of Maggi"
- 12 Blood Donation Camp
- 12 Library Day
- 12 Guest Lecture 'Information Security & Ethical Hacking' by BCA Dept.
- 13 Guest Lecture 'Harassment & Gender Discrimination' by Women's Club
- 14-24 I CIA Examinations
- 15 Independence Day Celebrations
- 24 ISF Log Designing
- 24-29 'Euphoria' Intra- Collegiate Competitions
- 27- 28 Inter-Collegiate Athletic Meet for PU & Degree College

September

- 03 Street Play by CPSH
- 05 Teachers Day
- 05 'Wiz Quiz' Preliminary Rounds
- 05 Essay Writing contest by Environment Club on "Top Five Environmental Issues"
- 08 & 28 Poster presentation & Collage competition on Global Warming by Environment Club
- 07 Planting of Medicinal Plants in Campus by Environment Club
- 09 'Wiz Quiz' an Intra – College Quiz Competition
- 10 Business Collage Competition by E- Cell
- 10 Guest Lecture "Shakespearean Tragedy"
- 10 World Suicide Prevention Day
- 11 Creative Writing competition by E- Cell
- 11 Talent Ease – 'Head start Advantage U Programme 'concluded
- 11-12 Hindi Diwas
- 12 Field Trip for B. Com TT student's to HAL
- 14-22 World Tourism Day Celebrations
- 15 'Confluence' Inter Collegiate Department Fest
- 19 PTA Meeting
- 21 'Neighbourhood Cleaning' by SAF
- 22 'ACUMEN' Business Quiz competitions
- 23- 1 October II CIA Examinations
- 24 Outreach programme by SAF

October

- 02 Visit to Gandhi Bhavan
- 03 Visit to Gandhi Museum
- 02- 03 'Kairos 2015' - CSA Annual Retreat

- 07 Guest lecture- 'Cyber Security & Human rights' for BBM Students
- 10 Placement 'Wildcraft'
- 13 Visit to 'The Times of India Press' by BBM Students
- 15 Vsit to 'NIMHANS Convention Centre'
- 17 Last working Day of College
- 20 One Day National Conference-'Issues & Challenges of Commerce & Management'

November

- 06 Commencement of Theory Examination

December

- 03 Closing of Theory Examination
- 28 Reopening of II, IV & VI Semester
- 31 Christmas and New-year Celebrations

January

- 02 Talk on Suicide Prevention
- 06 Collage Competitions by IT Club Dept. on topic "Networking"
- 06 Guest Lecture for BCA Students "Importance of Java Technology in the Current Technology World".
- 08 Extension Activity: Visit to Saraswathi Charitable Trust
- 09 An Awareness camp on Health Tourism
- 09-14 Athenia
- 11-14 Computer Literacy Drive
- 12 Crisis Management Session for Management Students
- 12 Green Day
- 13 Add-on Programme for III BCA Students
- 14 Commerce Dept.organised "COMETA" - Kite Flying Competition

- 14 Birthday Celebration of Our Principal
- 14-20 NSS Camp at NSS Bhavan for NSS Students
- 16 Alumni Talk for BCA Students "Business Intelligence Visualization Tools"
- 16 Guest Lecture "Hindi Bhasha Sahitya Aur Yuva Peedi" for Hindi Students
- 18-22 Literary Week
- 19 Career Guidance Program
- 21 Industrial Visit for BBA Students to Bangalore Dairy
- 23 ATHENIA - Sport Day
- 23 CSA of SCC organized a visit to Thritwa Ashram
- 23-26 Educational Tour to Hyderabad, organized by B. Com TT Dept.
- 26 Republic Day Celebrations
- 27 Guest Lecture "Dasa Sahitya Review" for Kannada Students
- 28 Swatch Bharath Rally organized by Social Action Forum
- 29 Eye Check-up Camp organized by Social Action Forum

February

- 05 Visit by BCA Students to Software Technology Park
- 06 Recipro & Ethnic Fest
- 09 Orientation Programme on NCC
- 8-13 I CIA Examinations
- 16 Inter-collegiate Basketball/Throw ball/TT/Chess Competitions
- 18 Mayurika- Inter-collegiate Cultural Fest
- 20 Guest Lecture on Business Journalism
- 23 Industrial Visit to Cocoa Cola Plant organized by B. Com Dept.
- 23 Encounter with Dr. Benny Prasad
- 25 Competitions for Students by E- Cell

- 26 Students Conference (Department of Computer Science)- INT 2K16
- 29- March 05 Shalom Fest- CSA Fest
- March
- 01 RBI Visit by Students of Dept. of Commerce
- 02 International Students Visit to Summanhalli Rehabilitation Centre
- 05-08 B.A Dept. organized tour to Ooty and Coonoor
- 08 International women's Day
- 08 Add on Programe on Softe Skills for Management Students
- 10 Deccan Herald organised workshop for Additional and Optional English Students
- 12 Parents Meet
- 15 Organic Food Camp by Environmental Club and SAF
- 16 Dept. of B.Com: Guest Lecture on Advanced Corporate Accounting
- 17 Guest lecture by Dept. of Management 'Importance of Research and its Relevance to Business'.
- 19 Industrial Visit to Infosys by Dept. of Computer Science
- 19 International Students Forum Organized Trip to Mysore
- 22 Intercollegiate Paper Presentations by Management Dept.
- 22 Claret Conference (English Dept.)
- 23 One Day workshop on Career Opportunities in airlines
- 31- 07 April II CIA Examinations
- April
- 09 Thanksgiving Day, Valedictory of Clubs and Associations
- 13 Graduation Day
- 23 Alumni Meet

Coordinators of Clubs, Centres', Cells and Associations and Class Mentors - 2015-16

Staff Coordinator:	Ms. Shashikalamma
Exam Cell	Mr. Chinmaya (CoE, Internal Exams & Dy. S. BU Exams), Ms. Seema Joseph (Dy. BU Exams) , Ms. Angela,& Mr. Vijo Jose
IT Club:	Ms. Menaka&Ms. Somanjoli
Business Club:	Mr. Vijo Jose, Ms. Nayana, &Mr. Suraj
E-Cell	Ms. Rashmi B.H.& Ms. Bhavya
E-Store	Mr. Anand&Ms. Chaitra
Tourism Club:	Ms. Neepa&Ms. Bhavya
Management Club:	Ms. SandhyaRakesh& Mr. Raghavendra
Literary Club:	Ms. Jayalakshmi S, Mr. Leonard,&Ms. Shashikalamma
Humanities Club:	Ms. Maria T. &Ms. Anju Michael
Cultural & Arts Club:	Ms. Angela &Ms. Chaitra
CSA:	Ms. Seema Joseph & Ms. Anju Michael
Choir:	Ms. Cassandra & Ms. Jayalakshmi S.
Sports Club:	Mr. Muniraju, Mr. Chinmaya, Ms. Neeta & Mr. Prakash
Environment Club:	Mr. Bhanuprakash& Ms. Menaka
Grievance Redressal&	
Anti-ragging Cell:	Mr. E.V. John (coordinator), Ms. Menaka, Mr. Mohan Kumar, Ms. Rashmi B.H., &Mr. Madesh
Women's Empowerment Club & Cell for Prevention of Sexual Harassment:	Dr. Rashmi, Ms. Rashmi B.H.,& Ms. Neepa

Discipline Committee:	Mr. Madesh, Dr. Rashmi, Ms. Jayalakshmi R., Mr. Allan Fernandez, Mr. Muniraju, Ms. Jayalakshmi S., & Mr. Safeer Pasha.
Social Action Forum:	Ms. Nayana, Mr. Prakash, & Mr. Bhanuprakash
NSS:	Mr. Madesh & Ms. Nayana
Student Council Mentors:	Ms. Sandhya Rakesh & Ms. Maria D'souza
Alumni Coordinators:	Ms. Jayalakshmi R. & Ms. Neeta
The Claretine & Web Updating:	Ms. Somanjoli, Ms. Maria T., & Ms. Anju Michael
International Students' Forum:	Ms. Neeta & Ms. Somanjoli
Claret Centre for Professional Studies:	Mr. Zameer Pasha
Claret Centre for Skills Development:	Mr. Augustus, Mr. Safeer Pasha, & Mr. Waseem Akram
IQAC Coordinator:	Mr. Safeer Pasha
Research Promotion Cell:	Mr. Mohan Kumar, Mr. Anand, Ms. Reema, & Mr. Bhanuprakash
Excelsior- College Annual editors:	Ms. Reema (Chief Editor), Ms. Maria T., Dr. Rashmi, & Ms. Shashikalamma
LSDP Coordinators:	Ms. Cassandra & Mr. Augustus
Library Committee:	Ms. Chaitra (coordinator), Mr. Leonard, Ms. Jayalakshmi R., & Ms. Sandhya Rakesh
College Promotion Committee:	Mr. Prakash (coordinator), Mr. Anand, Mr. Vasu, Mr. Allan Fernandez, Mr. Chinmaya, & Mr. Augustus
Management Journal:	Ms. Maria D' Souza & Ms. Cassandra R.
Current Affairs Forum:	Mr. Vijo & Mr. Raghavendra
Volunteers Committee:	Mr. Muniraju, Ms. Angela, & Mr. Vasu
Additional Accounting Classes	Ms. Seema Joseph & Mr. Mohan Kumar
Add on courses:	
DBF:	Maria D'Souza & Mr. Suraj
DAES & Language Lab:	Mr. Allan Fernandez & Mr. Wasim Akram
Soft Skills:	Mr. Zameer Pasha & Ms. Reema
SAP:	Mr. Zameer Pasha

B. Com

III Year- A	:	Mr. Anand
III Year- B	:	Mr. Mohan Kumar
III Year- C	:	Mr. Vasu
II Year- A	:	Mr. Sura
II Year- B	:	Mr. Bhanu Prakash
II Year- C	:	Ms. Nayana
I Year- A	:	Mr. Vijo Jose
I Year- B	:	Mr. Safeer Pasha
I Year- C	:	Mr. Rashmi
II Year T & T:	:	Ms. Bhavya
I Year T & T :	:	Ms. NeepaPremodh

BBA

III Year	:	Ms. Neetha
II Year	:	Ms. Sandhya
I Year	:	Mr. Zameer Pasha

BCA

III Year	:	Ms. Menaka C.
II Year	:	Mr. Chinmaya
I Year	:	Ms. Somanjoli

BA

III Year : Ms. Angela Jean

II Year : Mr. Allan

I Year : Ms. Maria Rajan