

## 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 (for example 2013-14)

#### 1. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution: Dr. Daniel Fernandes, SJ

Tel. No. with STD Code: 080-25543835

Mobile: 9448055264

Name of the IQAC Co-ordinator: MUKTHA

Mobile: 9844089348

IQAC e-mail address: iqac@sjcc.edu.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

EC/62/RAR/159 dated 1-05-2013

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

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

1.5 Website address:

www.sjcc.edu.in

Web-link of the AQAR: <http://www.sjcc.edu.in/AQAR>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	5 Star		2001	5 Years
2	2 <sup>nd</sup> Cycle	A	85.40	2007	5 Years

3	3 <sup>rd</sup> Cycle	A	3.37	2013	5 Years
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01/4/2005

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 2011-12 submitted to NAAC on 5-7-13
- ii. AQAR 2010-11 submitted to NAAC on 17-4-12
- iii. AQAR 2009-10 submitted to NAAC on 17-4-12
- iv. AQAR 2008-09 submitted to NAAC on 15-4-12

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

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

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-F

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

1

2.7 No. of Employers/ Industrialists

4

2.8 No. of other External Experts

2

2.9 Total No. of members

21

2.10 No. of IQAC meetings held

5

2.11 No. of meetings with various stakeholders:

17

No. Faculty

11

Non-Teaching Staff Students

2

Alumni

2

Others

2

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

5

International

National

1

State

Institution Level

4

(ii) Themes

Human resource Management at Higher education

2.14 Significant Activities and contributions made by IQAC

SWOT Analysis, Internal Audit, Teachers Evaluation and Assessment and Meeting s with various stakeholders organised. Evaluation of the institution by an external agency. Release of IQAC News Letter, administrative reforms, examination reforms, infrastructure development, planning and implementation of CBCS, exit interview-institution, sports department, and counsellors

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
Introduction of new courses Greater industry-academia collaboration Introduction of CBCS International tie-ups Tie up with Professional institutes Planned ITC enhancement	Two new courses introduced New MOU's signed CBCS implemented ICT enhanced

*\* Attach 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

Internal audit was conducted. BOS members were increased to bring in more expertise.. Extracurricular activities streamlined. Exit interview conducted. Seminars, Guest lectures, industrial visits and international study tours organised.

**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	NA	NA	NA	NA
PG	02		01	
UG	02			
PG Diploma	04			
Advanced Diploma				
Diploma				
Certificate	05	05	10	
Others				
<b>Total</b>	13	05	12	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	
Annual	

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

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

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

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

Yes. 30% syllabi was revised and upgraded. . syllabus relevant to the society and stakeholders introduced. CBCS planned for implementation. Students can study subjects of their choice. It also leads to interdisciplinary approach.

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

## Criterion - II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others

2.2 No. of permanent faculty with Ph.D.

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented			
Resource Persons			



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

The institution adopts Enhanced use of Electronic Aid and Net Library, Development & Circulation of teaching material, case studies etc. among staff are introduced and enhanced. Subject coordinators are chosen for planning and coordinating the teaching process to bring in uniformity.

2.7 Total No. of actual teaching days during this academic year 228

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

The college adopts bar coding, double valuation, revaluation, retotalling, photocopy, open book exam, MCQ, case presentations and online exams

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

17	17	17
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2.10 Average percentage of attendance of students 80% 87%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %

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

IQAC initiates promotion of training to the staff. It lays down guidelines and benchmark for effective teaching. It also organises remedial and bridge course classes for slow learners. IQAC facilitates Feedback from students, subject co-ordinators, and class mentors; staff self appraisal, staff enrichment programme, mentoring and experience sharing by senior staff is encouraged

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	65
HRD programmes	42
Orientation programmes	35
Faculty exchange programme	1
Staff training conducted by the university	8
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	5
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	44			
Technical Staff	3		1	

### Criterion - III

#### 3. Research, Consultancy and Extension

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

Workshops on research methodology are organised. Input on writing research papers, Paper presentation and applying for Minor projects is provided. Students are encouraged to publish research papers and present papers.

##### 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			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

##### 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

Autonom  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		3			
Sponsoring agencies					

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

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

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

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   
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  College forum   
NCC  NSS  Any other

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

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## 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				2 acres
Class rooms				23
Laboratories				2
Seminar Halls				4
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				28
Value of the equipment purchased during the year (Rs. in Lakhs)				2602430
Others				

4.2 Computerization of administration and library

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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20641	34,45,215	476	193,654	21,117	36,38,869
Reference Books	2170	419,566	43	20,410	2213	439,966
e-Books	35	122,000			35	122,000
Journals	58	180,643		154,146	58	334,789
e-Journals	5	23,980	10	11,000	15	34,980
Digital Database	2	81,000		81000	2	162,000
CD & Video	694	126,482			694	126,482
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing								
Added								
Total								

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

WIFI accessibility on all working days and holidays in the campus is provided. Introduction of SAP educators program. Training is given to teaching faculty to access & use e-library. Certificate courses are organised to facilitate student soft skills development.

4.6 Amount spent on maintenance in lakhs :

- i) ICT
- ii) Campus Infrastructure and facilities
- iii) Equipments

iv) Others

**Total :**

## Criterion - V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Students are informed and reminded at regular intervals through circulars, emails and SMS about student support services. Announcements and reminders are also given through class mentors, counsellors and class representatives.

#### 5.2 Efforts made by the institution for tracking the progression

Student's progressions are tracked through scrutiny of their performance records by class mentors and counsellors. Remedial and special classes in addition to personal counselling are conducted. Personal meetings are organised to trounce any hitches.

5.3 (a) Total Number of

UG	PG	Ph. D.	Others
646	86		

students

(b) No. of students outside the state

(c) No. of international students

No	%

Men

No	%

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio

Dropout %



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

Coaching in the form of quantitative techniques & logical reasoning, current affairs and SPSS are included in the class timetable to help students to enhance their skills for competitive examinations. Material support is provided for practice. Provisions are made for e-learning through computer labs and library

No. of students beneficiaries

200

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Other

5.6 Details of student counselling and career guidance

Four full time counsellors are available in the campus, one to one meetings and class sessions are organised. The placement co-ordinator and staff in charge for Guest Lectures arranges regular career guidance lectures by industry experts to prepare student for campus to corporate. Guest Lectures are also organised to motivate students for various career opportunities.

No. of students benefitted

950

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
29	181	148	23

5.8 Details of gender sensitization programmes

Lectures are organised on gender issues regularly. Every class elects ladies representative to look into the needs of female students. Women cell and Sexual Harassment cell has been established, Women's cell organises various activities and programmes at college and inter collegiate level to empower 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		
Financial support from government		
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

Jesuit Vision:

- A) An authentic search of knowledge in the service and advancement of the world;
- B) Upholding the dignity, uniqueness and giftedness of each individual; and
- C) The promotion of harmony between man and man, and between man and nature.

MISSION: St. Joseph's college of commerce seeks to be the place where search for knowledge complements a sense of responsibility to the life of the community, where understanding is coupled with commitment, and where academic excellence goes with the cultivation of virtue. The college seeks to be a place where a community is formed which sustains men and women in their education and their conviction that life is only lived well when it is lived generously in the service of others.

#### 6.2 Does the Institution has a management Information System

The college management has implemented an ERP Systems which covers the integrated modules of Admission, students details, Students history, attendance, examination records, venue bookings, employee details and administration reports which helps the management, faculty, students and parents to get first hand information. Fee management is also incorporated. Students Progression is also a part of ERP

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

##### 6.3.1 Curriculum Development

Choice based credit system to be implemented from 2015-16. Subject coordinators are selected to coordinate and facilitate better teaching & evaluation. Faculty is encouraged to present research papers in their respective subjects to keep abreast with developments and inculcate the same in the curriculum. Expert opinion and feedback is also taken. Examination Reports are Analysed.

### 6.3.2 Teaching and Learning

Faculty is encouraged to use technology aid in all classes. Lectures are supplemented with project work, internship, industrial visit and guest lectures by corporates. Bridge courses and remedial/tutorial classes are conducted to slow learners

### 6.3.3 Examination and Evaluation

Continuous Internal assessment has varied components which help students for better learning and scoring. MCQ & online tests are also conducted for effective evaluation

### 6.3.4 Research and Development

Faculty encouraged enhancing their contribution to Research. Support in the form of leave & additional library resource are extended. Training imparted to students & faculty. Compulsory Paper presentations included in the curriculum. Students are motivate to write papers for peer reviewed Research Journals. The college brings out bi- annual Students research journal .

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Regular up gradation and additions are made. SJCC has expanded its infrastructure with state of the art facilities. The rooms are equipped with audio visual facility. Internet bandwidth enhanced. Wi-Fi technology enhanced. Advancement and additions made to ERP-employee and attendance module. CCTV cameras are also installed in the premises.

### 6.3.6 Human Resource Management

Management has standardised Salary Grades. Staff welfare measures are introduced like medical insurance, free meal, loan facility. The institution practices Participative Management. Management encourages knowledge enhancement amongst staff through various supportive measures.

### 6.3.7 Faculty and Staff recruitment

Every year on requirement basis advertisement are placed in leading news papers & applications invited from suitable candidates. Applications are scrutinised with HOD's & senior staff based on qualifications, experience etc., and candidates are shortlisted. They are then called for demo classes & interview. Best candidates are selected based on performance and experience

6.3.8 Industry Interaction / Collaboration

The institution has always promoted industry-academia collaboration. It has collaborated with different organisations like KPMG, TCS etc. and has taken additional efforts to increase the number of MOU's . It has also introduced industry integrated programmes to bridge the gap

6.3.9 Admission of Students

Admissions at SJCC are done according to the pre defined policy. B.Com admissions are done considering the merit and reservation policy. BBM and PG admissions have entrance exams, group discussions and personal interview before selection. Based on the results the candidates are selected. The college also has walk-in &online admissions

6.4 Welfare schemes for

Teaching	Medical insurance, Gratuity, Provident fund
Non teaching	Medical insurance, Gratuity, Provident fund, loan facility, ML , EL & mid day meal
Students	Counselling, grievance, mid day meal, scholarships, fee concession

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Loyola college	Yes	IQAC
Administrative	YES	Loyola College	Yes	IQAC

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

Introduction of CGPA for UG & PG programs. Board Of Examiners is set up. Numbers of external evaluators have been increased. Online verification of documents is introduced. Online tests introduced. Bar coding, revaluation, re- totalling, photocopy of answer scripts are part of Examination reforms

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

The college Alumni are the ambassadors of our institution. It has been very active and supportive. It extends its support to Academics, scholarships, corpus funds, felicitating retired staff and the best outgoing students. Apart from this it organises extra/co curricular events to enhance connectivity

6.12 Activities and support from the Parent - Teacher Association

The college receives valuable support from parents in the form of suggestions and resource personnel. Annually PTA meeting is held. Parents are also encouraged to meet the faculty for interactions and progression of their wards.

6.13 Development programmes for support staff

Meetings and talks are conducted for support staff to motivate and boost their morale. Faculty take initiative in enhancing their knowledge and skills. They are encouraged to pursue higher studies.

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

The management has taken initiatives of installing solar lighting in the campus. Rain water harvest has been installed. It is a continuous endeavour in the campus to enhance greenery. Efforts are made to sensitise students about the same.

## 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.

Increased FDP programmes, Research training, mentoring and support have enhanced research publications and number for PhD registrations. Increased bandwidth of internet facility has improved use of ICT in class rooms and Library. Extension of infrastructure, development of Language Lab, advancement and additions to ERP has facilitated smooth functioning and tracking progression. Subject Co-ordinators selected facilitate better co-ordination and uniformity among faculty handling different sections. International exposure, industrial /field visits, guest lectures has bridged the gap between theory and practice.

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

Annual Report attached in Annexure iii

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

1. Choice based credit system
2. Inclusive sports services

*\* Details in annexure I & ii*

7.4 Contribution to environmental awareness / protection

A Go Green event was organized on World Environment Day, 05 June 2014. The AICUF board sold saplings to students and teachers to instil the green culture. Lectures on environment protection are organised. Students are encouraged to keep campus eco-friendly. Students take initiative to organise weekly activities on the same. They also participate in movements organised by NGO's & others

7.5 Whether environmental audit was conducted?

Yes

No

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

- An Internal Academic Audit was conducted on 27<sup>th</sup> November 2013. A team from Loyola College, Chennai comprising Fr. Casimir Raj, Fr. Christie, Professor Joe and Prof Charles conducted the Internal Academic audit of the institution. The team circulated a comprehensive questionnaire to which 20% of the student body and faculty responded. They also had a focused group interviews with IQAC, Alumni, Parents, student council and faculty. Based on the interaction and the feedback given by the stakeholders the team gave valuable recommendations and suggestions to create the roadmap for future.
- A SWOT Analysis was organized for faculty and students in December 2013. The SWOT analysis gave a clear picture of the areas to be worked upon in the College's journey to become a globally relevant institution.

**8. Plans of institution for next year**

Introduce vocational courses. Facilitate smooth functioning of CBCS. Increase industry-academia collaborations. Strengthen participation with professional bodies. Introduce new PG courses. Introduce Shift system to reach out to more students and optimum utilisation of resources. Enhance corpus fund and financial inclusion

MUKTHA

Rev Dr. Daniel Fernandes, SJ

Name \_\_\_\_\_

Name \_\_\_\_\_



\_\_\_\_\_  
Signature of the Coordinator, IQAC

\_\_\_\_\_  
Signature of the Chairperson, IQAC



## Annexure I

### **BEST PRACTICES-1**

#### **1. Title of the Practice**

#### **CHOICE BASED CREDIT SYSTEM (CBCS)**

#### **2. The Context**

Over the last two decades higher education sector has witnessed a lot of changes. With a desire to be the leading intellectual hub of the modern world India is working hard to create an atmosphere of learning which motivates students to take up research. With the granting of autonomy to various colleges, higher education is moving towards greater participation of all its stakeholders in the teaching-learning enterprise. In an attempt to strike a balance between the increasing student population and a student centric approach to education the College has initiated a lot of innovative practices. CBCS is one such best practice introduced by our College to create flexibility in the learning process for the student and to enable him/her to learn creatively.

Under the conventional system the student has limited say in the papers that he/she wants to study. The whole process is teacher centric rather than student centric. The CBCS will give students greater freedom to study papers of their choice. Thus some amount of autonomy is passed on to the student in his/her learning process. This choice will help the student to branch out into any other allied field of study.

CBCS also helps to develop an inter-disciplinary approach to higher education. It also allows for a greater interaction with industry and helps us to develop a curriculum, keeping in mind the requirements of the industry.

#### **3. Objectives of the Practice**

- ▶ To transform the teaching-learning processes in academics: A transformation where students change from being passive listeners to becoming active participants of the learning process.
- ▶ To enable students to have a flexible learning process with wider choices within a structured model, including exposure to real life situations by participation in internships and project works.

- ▶ To design the curriculum with adequate provision for Value oriented courses, Interdisciplinary courses and Vocational courses. Each course shall have a clearly defined course objective and course outcome.
- ▶ To facilitate easy credit transfer across the country and globally.

#### **4. The Practice**

- ▶ Developing a structure with enough room for flexibility including horizontal and vertical transfer of students.
- ▶ Designing the curriculum with appropriate course labels: Curriculum has been designed in consultation with a highly qualified academic advisory body. The contents for each course are carefully designed in a developmental sequence to achieve the intended outcomes.
- ▶ Valid and reliable assessment is planned to monitor, on a continuing basis, the effectiveness of the implementation of the curriculum.
- ▶ Teacher training and capacity building programmes are organized for the faculty on a regular basis.
- ▶ Facilitating the E learning process to complement CBCS.
- ▶ Classrooms are refurnished to make the learning process creative. Class rooms are fitted with projectors, speakers, white boards.

#### **5. Challenging issues**

Apprehension from stakeholders was the greatest challenge in introducing this system as it was totally new to them. The parents, students and faculty were unsure of its modalities and the process of its implementation. Hence, additional training programs were organized to explain and clarify any doubts regarding the new system. Interactions with all the stakeholders were organized to gain acceptance for CBCS. As the institution is a single discipline college, the choices offered was limited. Finally, additional financial implications were an added challenge.

#### **6. Evidence of Success**

With the introduction of CBCS courses in global demand have been introduced in the programmes offered by the Institution. It has also enabled greater industry-academia integration as the courses are designed keeping in mind the requirements of the industry. As the students are given an opportunity to opt for the subjects of their choice, student participation and experiential learning has been enhanced to a great extent. With an urge to globalize our education system, the number of tie ups and collaborations with foreign universities and professional bodies has increased and has enabled the internationalization of our courses.

#### **7. Resources Required**

There arises a need to recruit or train teaching faculty with varied specialization and global competencies in order to impart effective teaching-learning process under CBCS. Additional financial resources are required to

implement CBCS as separate budget are to be allocated for individual departments. Added infrastructure in the form of additional class rooms, labs etc, is needed. Modernization of ICT for teaching –learning, administrative reforms and tracking is a must. Reforms in assessment methods have to be introduced for an effective assessment of students' performance.

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## Annexure II

### **BEST PRACTICES 2**

#### **8. Title of the Practice**

#### **INCLUSIVE SPORTS SERVICES**

#### **9. The Context**

Sports are an integral part of holistic education. Sports education develops the overall personality of the students. It inculcates discipline, selflessness, sense of responsibility, accepting failure and above all leadership skills. Sports on campus are a big part of the college experience. St. Joseph's College of Commerce recognizes the fact that the higher education sector has a key role to play in promoting sports and hence students are encouraged to give importance to sports. Inclusive sports provision will ultimately lead to a legacy of quality experience and outcomes for all participants. In the modern world, which is packed with high competition and stress, sports is gaining importance not only as a recreation but also as a key to fitness and a career opportunity.

#### **10. Objectives of the Practice**

- Talent search at micro level

- Appropriate training
- Monitor and enhance performance towards excellence
- Encourage and produce sports men and women of National and International caliber.
- Sports Infrastructure Development & Maintenance

### **11. The Practice**

The college has various means to draw the students to participate in sports activities:

- Induction of qualified sports men and women in various games of the college by providing admissions based on their game merit while giving concessions to academic merit.
- Selection of students to various sports teams of the college by way of conducting selection and fitness trials and putting the teams together.
- Appointing specialized coaches for specific training.
- Promoting students who wish to achieve higher representation in University/State or National teams by encouraging and allowing them to participate in external selection trials conducted by relevant sports bodies.
- Organizing team practices in morning and evening sessions.
- Organizing inter class Competitions at the campus to create a sportive atmosphere and motivate other students to be part of sporting activities.
- Providing food and drink for the sports students during practice.
- Encouraging the students to participate in sports activities everyday at the college premises during non class hours.
- Providing adequate sports materials and sporting fields to create an atmosphere of interest to participate in sports activities.
- Providing scholarships and financial support to sport students.
- Providing additional academic support to sportsmen by paying individual attention to their academic needs.

### **12. Challenging issues**

Participation in inter-collegiate tournaments organized throughout the year by various institutions including University and corresponding state associations becomes difficult and taxing to the teams as at times events also overlap.

The infrastructure up-gradation, financial aid and nutritional, physical, and emotional support and international exposure needs to be enhanced.

Finally, changing the mindset of the curriculum developers to give equal importance to sports alongside academics is challenging.

### 13. Evidence of Success

Students are able to excel in sports. They have represented the University and State, and participated at National and International levels and won laurels to themselves and the Institution in various sports.

Students, after passing out, work as coaches and some are placed in both government and private organizations which promote sports through sports quota

Many of our students have opted sports as a career choice and have been very successful. These include personalities like Rahul Dravid, Syed Kirmani, Asish Ballal to mention a few.

Most of our students in the college teams are very serious about academics too. In fact, some consistently surpass the general students around in terms of GPA and have positioned themselves as toppers.

### 14. Resources Required

- Huge investment in sports equipments and maintenance.
- Monitoring boards/department with professionals is required to monitor the physical education.
- Qualified coaches should be appointed in the educational institutes.
- Appropriate budget for sports education and proper implementation of it is essential.
- Proper planning and modern infrastructure should be introduced.
- Provide exclusive lectures and seminars on sports to motivate the participants and to understand the game better.

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**ANNEXURE III**

**Calendar of events 2014-2015**

**Jun-14**

2	MON	College reopens for academic year 2014-15 for II & III year UG Orientation for II & III year UG
4	WED	College Commences & Orientation for I sem B.Com/BBM General staff meeting
5	THU	Class Rep Election for II & III year
9	MON	College Commences for I sem M.Com/MIB
11	WED	Student Council Election
16	MON	College Commences for III sem M.Com/MIB
18	WED	Student Council Inauguration
19	THU	Retreat/Seminar for UG Students (from 19th - 21st June)
21	SAT	Staff Enrichment for Teaching Faculty
28	SAT	PGD courses commences & Orientation

**Jul-14**

1	TUE	Ist unit test for B.Com & BBM
9	WED	Sports Induction Ceremony at 2.30 p.m
16	WED	General staff meeting
27	SUN	Ramzan (H)
28	MON	Mid term test for B.Com & BBM/PG (28th July to 5th Aug)
29	TUE	Id-UI-Fitar (H)
31	THU	Feast of St. Ignatius of Loyola (H)

**Aug-14**

8	FRI	Student Seminar
9	SAT	Student Seminar

13	WED	General staff meeting
15	FRI	Independence Day (H)
19	TUE	Staff Evaluation
20	WED	PTA Meeting - 2.30 p.m.
25	MON	BBM Management Seminar IInd Unit test for B.Com &BBM
29	FRI	Ganesh Chaturthi (H)
<b>Sep-14</b>		
1	MON	National Seminar
2	TUE	National Seminar
5	FRI	Teachers' Day Celebration (After 2.30 p.m.) Pre Placement Workshop
6	SAT	Pre Placement Workshop
8	MON	Nativity of Our Lady (H)
10	WED	Last day to submit CIA
17	WED	General Staff meeting
22	MON	Finalization of attendance shortage list
24	WED	Mahalaya Amavasya (H)
25	THU	Study Holiday for UG/PG
26	FRI	Last day for regular classes for UG/PG
27	SAT	Study Holiday for UG/PG
29	MON	End Semester Examination for UG/PG begins
<b>Oct-14</b>		
2	THU	Gandhi Jayanthi (H)
3	FRI	Ayudha Pooja (H)
4	SAT	Vijayadashami (H)
5	SUN	Bakrid (H)
8	WED	Valmiki Jayanthi (H)

11	SAT	Governing Council meeting
16	THU	Last working day of the semester
22	WED	Naraka Chaturdashi (H)
24	FRI	Diwali (H)
<b>Nov-14</b>		
1	SAT	Kannada Rajyothsava (H)
4	TUE	Last day of Moharrum (H)
8	SAT	Kanakadasa Jayanthi (H)
10	MON	Commencement of UG/PG classes & staff enrichment program for Teaching faculty
12	WED	General staff meeting
24	MON	Ist Unit test for B.Com & BBM
<b>Dec-14</b>		
6	SAT	IC & EVS Exams for Ist & IInd year UG
13	SAT	Sports day
20	SAT	Christmas Celebration
24	WED	Christmas Eve (H)
25	THU	Christmas (H)
<b>Jan-15</b>		
1	THU	New Year's day (H)
2	FRI	College Reopens
7	WED	General Staff Meeting
14	WED	Makara Sankranti (H)
19	MON	Mid Term test for UG & PG English & Kannada Board of Studies
20	TUE	B.Com Board of Studies
21	WED	PG Board of Studies
22	THU	BBM Board of Studies



23	FRI	Hindi Borad of Studies
26	MON	Republic Day (H)
<b>Feb-15</b>		
2	MON	IInd Unit test for B.Com/BBM
3	TUE	Staff Evaluation
7	SAT	SPIEL Inter Collegiate Sports fest
11	WED	General Staff Meeting
18	WED	Ash Wednesday
19	THU	Academic Council meeting
23	MON	Selection Process for Best outgoing student
27	FRI	Orientation for choice of electives & internship for IV th sem students
<b>Mar-15</b>		
4	WED	Last day to submit CIA
7	SAT	Student Council validictory Enrichment program for Administrative staff
13	FRI	College day
18	WED	Last day for regular classes
19	THU	Feast of St. Joseph's (H)
20	FRI	Farewell for the outgoing students
21	SAT	Ugadi (H)
23	MON	Finalization of attendance shortage
27	FRI	End Semester examination for UG/PG begins
<b>Apr-14</b>		
2	THU	MAUNDY THURSDAY; MAHAVEER JAYANTHI (H)
3	FRI	GOOD FRIDAY (H)
5	SUN	EASTER (H)
6	MON	General Staff meeting

14	TUE	Dr. Ambedkar Jayanthi (H)
18	SAT	Governing Council Meeting
20	MON	BBM Entrance exam
<b>May-15</b>		
1	FRI	May Day PG written Test
2	SAT	BASAVA JAYANTHI (H) PG Admission/ Interview

#### **Annexure IV**

#### **ANALYSIS OF FEEDBACK**

PTA is conducted annually and the details of the analysis are given below.

#### **Areas of Strength**

- Academic programs, Quality of faculty, Infrastructure, Assessment and Evaluations are graded excellent.
- Teaching and discipline, Leadership and Governance are rated as the best aspects of St. Joseph's College of Commerce.
- Internship program and Outreach programmes are greatly appreciated.

#### **Suggestions**

- Make parents meeting mentors mandatory and prior to Mid-term exams
- To Monitor and organise additional workshops on soft skills for personality development of students.