

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

I. Details of the Institution

1.1 Name of the Institution

St. Joseph's College of Commerce

1.2 Address Line 1

No. 163,

Address Line 2

Brigade Road

City/Town

Bangalore

State

Karnataka

Pin Code

560025

Institution e-mail address

principal@sjcc.edu.in,
iqac@sjcc.edu.in

Contact Nos.

080-25540378

Name of the Head of the Institution:

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9448055264

Name of the IQAC Co-ordinator:

Muktha

Mobile:

09844089348

IQAC e-mail address:

iqac@sjcc.edu.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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

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 st Cycle	5 Star		2001	5 Years
2	2 nd Cycle	A	85.40	2007	5 Years
3	3 rd Cycle	A	3.37	2013	5 Years
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01/4/2005

1.8 AQAR for the year (for example 2010-11)

2013-2014

1.9 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

1.10 Institutional StatusUniversity 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 ☐**1.11 Type of Faculty/Programme**Arts ☐ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

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

Bangalore University

1.13 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 (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

04

2.8 No. of other External Experts

02

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders:

No.

15

Faculty

07

Non-Teaching Staff Students

02

Alumni

04

Others

02

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

'Youth for better tomorrow', 'Quality Research'

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.

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 Internal Audit, & SWOT Analysis, Quality Enhancement in Academics, Research and Extra Curricular planned	Improvement in curriculum, development. Better performance of the slow learners. Enhanced Student's achievements in inter-collegiate & academic programmes.

* 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

Academic Council

Provide the details of the action taken

Internal audit was conducted. BOS members were increased to bring in more expertise. Policy for Research scholars to provide additional resources and leave framed. Extracurricular activities streamlined. SWOT Analysis conducted.

Part – B

Criterion – I

I. 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				
Total	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	04
Trimester	
Annual	

1.3 Feedback from stakeholders* (On all aspects)

Alumni

☐

Parents

☐

Employers

☐

Students

☐

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.

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
54	48	01	NIL	05

2.2 No. of permanent faculty with Ph.D.

11

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
09						02		11	

2.4 No. of Guest and Visiting faculty and Temporary faculty

7

9

5

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	63	
Presented papers	02	15	
Resource Persons			

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

Enhanced use of Electronic Aid, Net Library, Development & Circulation of teaching material. case studies etc.among staff are introduced and enhanced.

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)

All

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

15	15	15
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2.10 Average percentage of attendance of students

87%

2.11 Course/Programme wise

Distribution of pass percentage: (semester wise-Odd plus Even Sem)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	1819	203	1032	195	3	81.29
B.Com TT	222	40	115	19	-	77.72
BBM	810	102	459	97	4	81.10
M.Com	134	32	76	10	-	88.6
MIB	159	17	107	22	-	93.4

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

IQAC facilitate Feedback from students, subject co-ordinators, and class mentors; staff self appraisal, staff enrichment programme, mentoring and experience sharing by senior staff.

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	63
HRD programmes	42
Orientation programmes	35
Faculty exchange programme	01
Staff training conducted by the university	06
Staff training conducted by other institutions	12
Summer / Winter schools, Workshops, etc.	05
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	22	-	2	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

National Workshop on DASS (Data Analysis using SPSS) was conducted

Input on writing research papers, Paper presentation and applying for Minor projects is provided.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01			
Outlay in Rs. Lakhs	100000			

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	05		04
Outlay in Rs. Lakhs	268000	393000		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	15	
Non-Peer Review Journals		01	
e-Journals			
Conference proceedings	02	09	

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	01	BJES	100000	100000
Minor Projects	09	UGC	661000	280000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
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		03			01
Sponsoring agencies		UGC			SELF

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	NA
	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

03

10

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

NA

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 NA State level NA
National level NA International level NA

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"/>	College forum	<input type="text" value="21"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="02"/>	Any other <input type="text"/>

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

- Blood donation camp
- Rural visit camp
- De-addiction awareness
- Eco-friendly drive in the neighbourhood.

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

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.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20110	31,53,855	531	2,91360	20641	3445215
Reference Books	2313	225410	70	32000	2383	257410
e-Books	35	122000	-	-	35	122000
Journals	49	151235	9	29408	58	180643
e-Journals	-	-	5	23980	5	23980
Digital Database	2	81000	-	-	2	81000
CD & Video	694	126482	-	-	694	126482
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	210	2	10mbps	2	2	5	8	7
Added	-	-	20mbps	-	-	-	-	-
Total	210	2	30mbps	2	2	5	8	7

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. Introduction of SAP educators program.

Training is given to teaching faculty to access & use e-library

4.6 Amount spent on maintenance in lakhs:

i) ICT	2, 75,000
ii) Campus Infrastructure and facilities	9, 50,000
iii) Equipments	8, 50,000
iv) Others	6, 27,430
Total:	27, 02,430

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. Announcements and reminders are also given through class mentors, counsellors and class representatives about student support service.

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.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1506	164	-	-

(b) No. of students outside the state

40

(c) No. of international students

05

Men	No	%	Women	No	%
	1068	64		602	36

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1349	107	21	140	2	1619	1363	118	24	162	3	1670

Demand ratio 1:10

Dropout % 0.001

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 daily class timetable to help students to enhance their skills for competitive examinations.

No. of students beneficiaries

160

5.5 No. of students qualified in these examinations

NET

5

SET/SLET

2

GATE

CAT

1

IAS/IPS etc

State PSC

UPSC

Others

2

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 arranges regular career guidance lectures by industry experts

No. of students benefitted

550

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
18	155	129	20

5.8 Details of gender sensitization programmes

Lectures are organised on gender issues. Every class elects ladies representative. Women's cell organises various activities and programmes at college level. Sexual Harassment cell has been established

5.9 Students Activities

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

State/ University level

32

National level

11

International level

1

No. of students participated in cultural events

State/ University level

90

National level

30

International level

4

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	179	18,04,870
Financial support from government	100	2,74,049
Financial support from other sources	31	6,00,000
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: Students issues with attendance, academics,
Co/Extra curricular activities 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 following 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 will be incorporated by year end.

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

6.3.1 Curriculum Development

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.

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.

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.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Regular up gradation and additions are made. SJCC has expanded its infrastructure by constructing a new floor with four classrooms & 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 etc. and making efforts to increase the number of MOU's

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

Rs. 75,000

6.6 Whether annual financial audit has been done Yes ☒ No ☐

6.7 Whether Academic and Administrative Audit (AAA) have 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 declare 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?

The Introduction of CGPA for PG programs. Setting up of the Board Of Examiners. Number of external evaluators has been increased. Online verification of documents is introduced. Online tests introduced.

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

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.

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.

Research training, mentoring and support have enhanced research publications and number for PhD registrations. Increased band width 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

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

Lectures, orientation & training organised to strengthen Research publications.
Advanced technology & ICT.
Examination reforms like BOE , increased External Valuers and use of ICT at COE office.
Extension of the existing and Development of new Infrastructure.

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

1. Social Inclusion
2. Curriculums Advancement
(***Details In annexure I & ii***)

7.4 Contribution to environmental awareness / protection

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 27th 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 CBCS. Increase industry-academia collaborations. Strengthen participation with professional bodies. Introduction of new PG courses. Introduce Shift system to reach out to more students and optimum utilisation of resources. Enhance corpus fund, Apply for University status under RUSA

Name: MUKTHA

Signature of the Coordinator, IQAC

Name: Dr. Daniel Fernandes, SJ

Signature of the Chairperson, IQAC

Annexure I

BEST PRACTICES

1. Title of the Practice

SOCIAL INCLUSION

2. The Context

Globalization, immigration, poor economic vision and planning, politics that work on the principle of exclusion for most and inclusive for a few are the broader social issues that result in the marginalization of individuals and groups. The problem of social exclusion is usually tied to that of equal opportunity, as some people are more subject to such exclusion than others. Social exclusion is a predicament in most developing countries. It usually manifests in a pattern, where a small minority of the population enjoys considerable economic and social opportunities, compared to the majority who are left neglected and deprived.

The gap between have and have not's and accessibility to resources and opportunities is becoming glaringly wide. In a cosmopolitan city like Bangalore the problems of the marginalized sections are completely neglected and treated as a non issue. Hence institutions like St. Joseph's College of Commerce, take special initiative to support the students coming from the weaker and underprivileged sections of the community.

3. Objectives of the Practice

- To ensure access to quality education to students from socially excluded background.
- To provide equity on campus- where all students, irrespective of their background, would have the same opportunity and resources to participate in key learning activities.
- To take special efforts in empowering the students from the marginalized sections with knowledge, skills and competences needed for employability.

- To bridge the gap that exists - intellectually, socially and psychologically, between students from privileged background and those from disadvantaged sections, in order to ensure inclusion and holistic development.

4. The Practice

The Management of the College, through the admission policy ensures preferential admission for the following:

- Economically Challenged sections of the society
- Physically Disadvantaged Students
- Students from socially marginalized communities such as SC, ST and other minorities.
- Students who are slow learners
- Students seeking part-time employment while in college to meet their financial needs.

During admissions, the applications received are segregated and scrutinized with great care to identify students from such above-mentioned backgrounds. After the process of admission is completed, conscious efforts are taken to execute a seamless integration of these students into the mainstream student body. It is ensured that there is equity in terms of opportunities provided to all the students. A Plethora of schemes have been initiated by the institution like fee concession, fee payment in instalments, scholarships, mid-day meals, bridge course classes, special classes, remedial classes etc. to bring about effective inclusion. Progression of these students is tracked periodically in order to devise timely intervention. Besides, each student is entrusted to a mentor who not only monitors the student's academic journey but also guides in various decisions. A team of four counsellors is available full time, to help students tackle pertinent issues regarding their studies, career and life.

5. Challenging issues

The Number of seats for admissions in various courses are limited, in comparison to the applications received i.e. 1: 10 ratio (*number of seats to applications received*). In this situation, striking a balance while allocating seats between students with merit and marginalized becomes a challenging issue.

Social inclusion, through a preferential admission policy, many times results in denying admission to many academically meritorious students. With limited options, this course of action has to be adopted in order to accommodate the students from disadvantaged sections of society. As a consequence, there are grievances from parents and their wards often coming from the elite and privileged background. To address this problem, the college has constituted a grievance committee comprising of faculty members and counsellors.

Another challenge faced is with respect to allocation of limited resources, particularly in mobilization of funds and extending financial support to the marginalized students. In addition, it is also a challenge for the teachers to simultaneously cater to the diverse academic needs and expectations of both the slow learners and advanced learners within the classroom. This challenge is however overcome through bridge and remedial/tutorial classes, mentoring & counselling.

6. Evidence of Success

On account of the special efforts taken by the institution, it has been observed that the students belonging to underprivileged target group are able to develop strengths in terms of knowledge, skills and a proactive attitude to be on par with their peers from privileged backgrounds.

There is also an enhancement in the confidence levels and communication skills, as these students are moulded to become more competent and ready to take on all challenges and face the world confidently.

The high level of job placements and increase in number of students pursuing professional courses and higher studies is a testimony to the success of social inclusion policy pursued by the College.

7. Resources Required

- Management support and funding
- Faculty support for additional coaching
- Financial resources
- Student support for peer learning
- Additional resources
- Sensitization programme for faculty and other staff

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Annexure II

BEST PRACTICES-2

1. Title of the PRACTICE

CURRICULUM ADVANCEMENT

2. The Context

Today Higher education operates in a highly complex environment defined by a changing mix of students, the influx of new pedagogical technologies, mushrooming of corporate-funded education centers and emergence of higher education competitors. Globalization has scaled up the demand for highly skilled and highly knowledgeable workers, thereby providing certain economic opportunities that were unimaginable in the past. To take advantage of these opportunities, a Higher Education institution must mould its students to become “industry-ready” / “industry-relevant” and to be part of a competent workforce.

Therefore Higher Educational institutions must lay special emphasis on designing a curriculum highly significant to the needs of the industry. As Graduates need to meet the high expectations of the workplace in terms of knowledge and skill requirements, so also there is an increasing focus on the quality of the education that is offered.

St. Joseph's college of Commerce anticipates and responds to these challenges. In addition, the college responds fully to the striking current developments in the field of Business Management. The College therefore strives to constantly make Curriculum advancements both at undergraduate and post graduate level through the introduction of new courses and the revision of existing courses.

3. Objectives of the Practice

- Preparing students for a global technology-centric economy
- Designing curriculum to be industry relevant and thereby increase placement opportunities for students.
- Ensure that teaching and learning processes become more effective-in the classroom and beyond, through an apt curriculum design.
- Introduce new approaches to learning and teaching and also towards quality assurance.
- To offer learning experiences that are more engaging, interactive and individualized to meet the new expectations of learners
- To enhance individual and institutional performance and to constantly endeavor in attaining the institutional goal of academic excellence.

4. The Practice

- Subject coordinators are selected for individual subjects and have regular discussions to suggest necessary changes.
- Changes suggested are referred to subject experts and industry experts and opinion collected and incorporated
- The changes are proposed at Board of Studies which comprises of subject teachers, academicians, students representatives and Industry representatives for deliberation
- The proposed changes are incorporated in the syllabus
- Conducting regularly staff enrichment programmes and deliberation focused on curriculum advancement.
- Promoting research culture on campus to facilitate the staff to map the latest advancements in their respective areas of specialization.
- Faculty members are encouraged to attend seminars and

workshops and present research papers for knowledge up gradation.

- Mobilization of learning resources which are searchable, accessible and shareable for curriculum implementation.

5. Challenging issues

- A Fast changing and a dynamic environment make the curriculum redundant within a short time.
- Identifying and evolving appropriate pedagogical tools to implement the advancements in curriculum
- Arranging for appropriate learning resources required for new curriculum
- Changing the teachers' attitudes particularly in the context of replacing archaic pedagogical methods adopted in the classroom.
- Evolving effective Testing and evaluation methods to assess the learning outcomes.
- Advancements in curriculum becomes challenging for slow learners.
- As the college is autonomous but affiliated to Bangalore University the quantum of change that can be brought is restricted to some extent.

6. Evidence of Success

- Increase in placement opportunities and campus recruitment for students
- The number of leading companies visiting campus for placements has also increased
- Improvement in quality of study material and case studies provided to students.
- Increase in the Research Publications by faculty
- Introduction of new courses with tie ups with professional bodies and the industry.
- Regular interaction and knowledge sharing by Industry experts with the institution for curriculum development.

- More Number of Faculty workshops, seminars and other staff development programmes have been organized in recent times.
- Increased use of information and communication Technologies(ICT)in pedagogical practices and methods

7. Resources Required

- Management support towards development of infrastructure and technology up gradation.
- Faculty support for development of course study material & e-contents
- Financial resources

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ANNEXURE III**Analysis of Feedback**

Feed back is taken regularly from students, parents, stakeholders and faculty members. Exit interview is conducted for final year students at the end of 6th semester through Questionnaire. PTA is organised and feedback is taken. Suggestions for improvements are incorporated. Syllabus revision is also done in consultation with the experts on need basis. Staff evaluation by students is done online twice a year. The same is given to the staff by the Principal through one to one meeting.

ANNEXURE IV**Calendar of events for academic year 2012-13****St. Joseph's College of Commerce (Autonomous)****Calendar of Events for 2012-2013****June - October 2012 (Odd Semester)**

Date/From	Day/To	MAY - 2012
05/01/2012	Tue	PG Written Test
05/02/2012	Wed	PG Admission/Interview
21/5/2012	25/5/2012	Religion Camp for all Christian Students of I Sem B.Com/BBM (9.30a.m-12.30 p.m.)
28/5/2012	06/02/2012	Bridge Course
		JUNE - 2012
06/04/2012	Mon	College Reopens for III & V Sem UG (Orientation for III & V Sem BBM)
06/05/2012	Tue	Orientation for III Sem B.Com
06/06/2012	Wed	Orientation for V Sem B.Com
06/07/2012	Thurs	College commences & Orientation for I Sem B.Com/BBM Class Representative Election for II & III years B.Com/BBM
06/08/2012	06/09/2012	Retreat/Seminar for Christians and Non Christians Students of III & V Sem B.Com/BBM
06/09/2012	Sat	Staff Enrichment for Teaching Faculty
13/6/2012	Wed	Student Council Election
15/6/2012	16/6/2012	Retreat/Seminar for Christians and Non Christians Students of I Sem B.Com/BBM
18/6/2012	Mon	III Sem M.Com/MIB commences
20/6/2012	Wed	Student Council Inauguration
25/6/2012	Mon	I Sem M.Com/MIB Commences
27/6/2012	30/6/2012	Kalotsav/Cipher/Language fests - interclass competitions
		JULY - 2012
07/02/2012	07/06/2012	1st Unit Test for B.Com/BBM

07/07/2012	Sat	PGD Course commences/orientation
07/11/2012	Wed	Sports induction ceremony
23/7/2012	28/7/2012	Midterm Test B.Com/BBM
25/7/2012	Wed	Staff Enrichment for Teaching Faculty (2.00 to 4.00 p.m.)
31/7/2012	Tue	<i>Feast of St. Ignatious of Loyola (Holiday)</i>
		AUGUST - 2012
08/02/2012	08/03/2012	UG Student Seminar
08/09/2012	08/10/2012	National Seminar
15/8/2012	Wed	<i>Independence Day (Holiday)</i>
16/8/2012	18/8/2012	Chanakya/Dhwani/Virtuoso/Lang-intercollegiate fests
20/8/2012	Mon	<i>Ramzan (Holiday)</i>
21/8/2012	25/8/2012	2nd Unit Test for B.Com/BBM
25/8/2012	31/8/2012	PG Mid Term Test
		SEPTEMBER - 2012
09/05/2012	Wed	Teachers' Day celebration (after 2.30 p.m.)
09/08/2012	Sat	<i>Nativity of our Lady (Holiday)</i>
15/9/2012	Sat	Last day to submit CIA of UG
19/09/2012	Wed	<i>Ganesha Chaturthi (Holiday)</i>
22/9/2012	Sat	Last day for regular classes - UG and Last day to submit CIA for PG
23/8/2012	10/02/2012	Study Holidays for UG
29/9/2012	Sat	Last day for regular classes for PG
30/9/2012	10/07/2012	Study Holidays for PG
		OCTOBER - 2012
02/10/2012	Tue	<i>Gandhi Jayanthi (Holiday)</i>
10/10/2012	17/10/2012	End Semester Examination for UG
10/10/2012	Mon	End Semester Examination for PG begins
09/10/2012	Tue	Staff Enrichment for Teaching Faculty (1.30 to 3.30 p.m.)
13/10/2012	Sat	Governing Council meeting
15/10/2012	Mon	<i>Mahalaya Amavasya (Holiday)</i>
23/10/2012	Tue	<i>Ayudha Pooja (Holiday)</i>
24/10/2012	Wed	<i>Vijayadasami (Holiday)</i>
26/10/2012	Fri	<i>Bakrid (Holiday)</i>
29/10/2012	Mon	<i>Maharshi Valmiki Jayanthi (Holiday)</i>
30/10/2012	Tue	Staff Enrichment - Non Teaching faculty

November 2012 - May 2013 (Even Semester)

Date/From	Day/To	NOVEMBER - 2012
01/11/2012	Thurs	<i>Kannada Rajyotsava (Holiday)</i>
12/11/2012	Mon	<i>Naraka Chathurdasi (Holiday)</i>
14/11/2012	Wed	<i>Balipadyami (Holiday)</i>
15/11/2012	Thurs	Commencement of UG Classes

19/11/2012	20/11/2012	Fiesta
21/11/2012	Wed	Staff Meeting at 3.00 p.m.
24/11/2012	Sat	<i>Last day of Muharam (Holiday)</i>
26/11/2012	Mon	Commencement of PG Classes
26/11/2012	30/11/12	1st Unit Test for UG Students
		DECEMBER - 2012
01/12/2012	Sat	<i>Kanakadasa Jayanthi (Holiday)</i>
08/12/2012	Sat	Indian Constitution & EVS Exams for I & II year UG
15/12/2012	Sat	Sports Day
23/12/2012	01/01/2013	<i>Christmas Vacation</i>
		JANUARY - 2013
02/01/2013	Wed	College reopens
12/01/2013	19/01/2013	Mid Term Test for UG & PG
14/01/2013	Mon	<i>Sankranthi (Holiday)</i>
15/01/2013	Tue	BOS - English and Kannada
16/01/2013	Wed	BOS - UG
17/01/2013	Thurs	BOS - PG
18/01/2013	Fri	BOS - Hindi
26/01/2013	Sat	<i>Republic Day (Holiday)</i>
		FEBRUARY - 2013
01/02/2013	Fri	Choir Concert
11/02/2013	Mon	Staff Enrichment programme for Teaching faculty from 2.00 to 4.00 p.m.
11/02/2013	16/02/2013	SPIEL - Intercollegiate Sports fest
15/02/2013	Fri	Academic Council meeting
18/02/2013	20/02/2013	ENACT
20/02/2013	23/02/2013	2nd Unit test for UG
		MARCH - 2013
01/03/2013	Fri	Orientation and choice of Electives - IV Sem Students at 2.30 p.m.
02/03/2013	Sat	Staff Enrichment programme for Administrative Staff
05/03/2013	Tue	Last day to submit CIA
06/03/2013	Wed	Orientation for Student Internship - IV Sem Students at 2.30 p.m.
08/03/2013	Fri	Eve's - Ladies Fest
09/03/2013	Sat	Student Council Valedictory
15/03/2013	Fri	College Day
16/03/2013	Sat	Last day for regular classes for UG & PG and Farewell day
19/03/2013	Tue	Feast of St. Joseph's (Holiday)
27/03/2013	Wed	End Semester Examination for UG & PG begins
29/03/2013	Fri	Good Friday

31/03/2013	Sun	Easter Sunday
		APRIL - 2013
14/04/2013	Sun	<i>Ambedkar Jayanthi (Holiday)</i>
19/04/2013	Fri	Governing Council meeting
22/04/2013	Mon	<i>Entrance Exam BBM</i>
		MAY - 2013
01/05/2013	Wed	PG Written Test
02/05/2013	Thurs	PG Admission/Interview
		JUNE - 2013
03/06/2013	Mon	College reopens