

St. Joseph's College of Commerce (Autonomous)

163, Brigade Road, Bangalore – 560 025

**Assessed and Re-Accredited with 'A' Grade by the
National Assessment and Accreditation Council**

Recognized by the UGC as College with Potential for Excellence



Academic Audit Report

2016-2017

Academic Audit Report of St. Joseph's College of Commerce held on Monday, 25th July 2016 using the NAAC Parameters

An academic Audit was conducted based on the criterion of the NAAC covering all academic activities of the College. The observations made by the team are mentioned below.

OSRG	- Academic Audit Report - Criteria wise
2.1 Curricular Aspects:	
2.1.1 Curricular Planning and Implementation:	<p>CURRICULUM AND SYLLABUS Syllabus is prepared by subject co-coordinator in consultation with experts, taking inputs from external and internal faculty. Based on the feedback the syllabus is finalized, examined by the HOD. HOD presents to the Board of Studies and Academic Council for approval.</p> <p>Inputs to students are through: Lectures Chalk & Talk Power Point Presentation Case Study Role Play, simulation, GD etc</p> <p>COURSES OFFERED:</p> <ol style="list-style-type: none"> 1. B.Com 2. B.Com International Finance and Accounting. 3. B.Com - industry integrated. 4. B.Com - Travel and Tourism. 5. BBA 6. M.Com 7. M.Com-IB 8. M.Com -F&A 9. PGDBA 10. Ph.D 11. Certificate Courses <p>The features of the Programmes are:</p> <ol style="list-style-type: none"> a. Certificate Courses like IFRS incorporated in syllabus b. FDP by certified Professionals

	<ul style="list-style-type: none"> c. Reference material by learning partners d. Continuous student orientation program e. Industry integrated certificate course f. Train the Trainer Program g. Industry Academia Interface h. Train & Hire Program i. Field visits j. International platform for idea exchange k. Tie up with industrial bodies l. Hospitality Internship
2.1.1 Curricular Design and Development	<ol style="list-style-type: none"> 1. Syllabus revised once in 3 years with minor revisions every year. 2. Process - Inputs are taken from industry. 3. VAC - Value Added Courses made compulsory and scheduled after college hours. 4. Foreign language classes 5. Corporate internships 6. Skill based papers introduced - Tally, Excel, E-ticketing, Analytics. 7. Subject coordinators identify the industry needs while preparing lesson plans. 8. Cases developed by faculty. 9. Shared teaching of one subject by 3 faculty
2.1.2 Academic Flexibility:	<ol style="list-style-type: none"> 1. Faculty flexibility in handling number of subjects and participating in add on, value added courses and extracurricular activities 2. CBCS system provides choice of taking credits in a year across the semesters 3. CBCS with total - 122 credits. 4. Faculty has full freedom to plan and execute these outreach programmes
2.1.3 Curriculum Enrichment:	<ol style="list-style-type: none"> 1. Learning management system introduced and used - Google, Edmodo, and Moodle and online with 24X7 services made available to students. 2. Online interaction through online terminal used effectively. 3. Corporate internship - planned for 4-6 weeks 4. Bridge courses organized <ul style="list-style-type: none"> a. before regular classes b. Mentoring done. c. Leadership skills development programme planned. d. Extended Outreach programme - 60 hrs., over 3 years in the form of: <ul style="list-style-type: none"> a) Social internship.

	<ul style="list-style-type: none"> b) Rotract Eco clubs e. Skill development: f. Skill mapping and evaluation <ol style="list-style-type: none"> 5. Incubation Centre for “entrepreneurship jointly organized with NEN and EDT. 6. Incorporation of changes in industry - to bridge the gap between faculty development programmes both in-house and external (with leave) are conducted. 7. SAP and SPSS training introduced
2.1.4 Feedback System:	<ol style="list-style-type: none"> 1. Screening of deficiency of students <ul style="list-style-type: none"> a. Feedback through LMS b. Class mentoring - on going process. 2. Design of programme: <ul style="list-style-type: none"> a. Prior survey of industry sector regarding their requirement is conducted b. Feedback from placement is obtained. c. Feedback from alumni is obtained. 3. Additional skill development: <ul style="list-style-type: none"> a. Tally b. HR based skills c. Marketing based skills. 4. Joint research by faculty and students: not done. 5. Inter-disciplinary courses are offered- in the form of open elective. 6. Skill training without field exposure attempted.
2.2 Teaching-Learning & Evaluation:	
2.2.2 Catering to Student Diversity:	<ol style="list-style-type: none"> 1. Orientation Program conducted 2. Bridge course & Remedial classes 3. Internships & Placements provided 4. Mentoring & Counselling 5. Recognizing achievements 6. Scholarships provided 7. Guidance & Support for professional exams provided 8. Encourages students who take up competitive exams 9. Enterprise Resource Planning (ERP) implemented 10. Parent Teachers Association meetings held 11. On Job Training provided 12. Entrepreneurship - start-up companies encouraged 13. Corporate - 6 to 8 weeks internship after holidays arranged.

2.2.3 Teaching-Learning Process:	<p>1. Process adopted; lectures, case studies, class room participation, assignments, debates among teams on subjects, changes in environment – technological (e- source of information and knowledge), Student presentations.</p> <p>BEST PRACTICES:</p> <ul style="list-style-type: none"> a. Course material – given to students for “self-study” in advance and discussed in the class. This is a time saving method for faculty. b. Demands of future employers are kept in mind while drawing the curriculum. c. Participatory learning methods employed d. Practices shared teaching methods
2.2.4 Teacher Quality:	<ul style="list-style-type: none"> 1. Subject knowledge of the teacher is sound as per the opinion of the students 2. Faculty are engaged in research and to publish papers and books 3. Faculty evaluation is done periodically by the stake holders 4. Student psychology based on the student SWOT is conducted during admission. 5. Monitoring of discipline and classroom participation of students, 6. Student-wise data of learning – visual, auditory. 7. Use of computerized presentations. 8. Faculty feedback taken every semester 9. Growth opportunity provided by making faculty HOD in every 3 years. 10. Effective utilization of staff. <ul style="list-style-type: none"> a. Benefit of research / book writing- incentives, non-monetary recognition. b. Routines – avoid teachers in non-academic activities c. Choice to faculty to get involved in non-academic activities 11. Infrastructure – adequate classrooms and other facilities <ul style="list-style-type: none"> a. I-net speed, 24X7 availability, b. Wi-fi 24X7 availability 12. Incorporation of changes in industry – 13. Programmes are conducted for faculty members both in-house and outside with leave. These programmes are organized to support faculty development.

<p>2.2.5 Evaluation Process and Reforms:</p>	<p>Evaluation process.</p> <ul style="list-style-type: none"> a) Class room interactions b) Tests and exams c) Assignments and presentations <p>Internal assessment</p> <ul style="list-style-type: none"> a. 20 marks through mid-term test b. 10 marks through internal assessment conducted by the subject teacher c. The best out of 3 tests is considered d. Industry institution interaction - done by placement and not by department head. e. Competitive exams: f. Banking - 60 hr., out of class inputs are given. <p>Internal assessment :</p> <ul style="list-style-type: none"> a. CIA - mid-term 20 + innovative skills 10 + End Semester Examination (ESE)- 70 = 100. b. Minimum 2 assignments c. Examiners: 60% external + 40% internal. d. Source of external examiners - past database, contacts with minimum 5 years teaching experience. e. QP design pattern: Easy 30%, Moderate 40% challenging - 30%. f. Question bank is given for setting QPs to the paper setters. g. Application oriented QPs. Subject + skill + application.
<p>2.2.6 Student Performance and Learning Outcomes:</p>	<p>Student oriented initiatives are:</p> <ul style="list-style-type: none"> a) Students seminars and workshops b) Student exchange programmes. c) Introduced CBCS d) Orientation e) Bridge courses f) Mentoring and counselling by full time faculty g) Certificate courses. h) Recognize achievements - scholarships from KPMG, state, central and Alumni <p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> a) Expectations met by the institution b) Academics - excellent c) Flexibility offered.

	<ul style="list-style-type: none"> d) We come prepared – 30% we need to study, subject to numerical or theory subject. e) Challenging assignments f) Good admission policy g) Fee structure - no grievance h) Infrastructure - Wi-fi and transportation i) Library timings - no concerns were raised j) Certificate, Add-on courses - adequate k) Placement - commendable
Research, Consultancy & Extension:	
2.3.1 Promotion of Research:	<p>DOCTRAL DEGREE PROGRAMMES</p> <p>At SJCC Research Centre:</p> <ul style="list-style-type: none"> • No. of Ph. D Scholars Registered: Bangalore University: 5 <p>At Other Universities:</p> <ul style="list-style-type: none"> • No. of Ph. D Scholars (Faculty) Registered: 11 <p>PLANNED FOR</p> <ol style="list-style-type: none"> 1. UGC funded projects 2. Bi-Annual journals. 3. Student Research: guiding them to choose the subject, conducting and reporting process. 4. Research Initiatives <ul style="list-style-type: none"> a. For faculty - <ol style="list-style-type: none"> i. leave for PhD, ii. book writing
a) Research Facilities:	<ul style="list-style-type: none"> • Institute has a well-planned library and internet facility to cater to the needs of research. • Adequate facility for research scholars • Online journal/E-content available • Extended library timings

b) Research Publications and Awards:	Publications of SJCC RC a) SJCC Management Research Review Journal b) SJCC Journal of Commerce and Management c) Seminar Compendiums
a) Consultancy:	Not explored
b) Extension Activities and Institutional Social responsibility:	1. Leadership is encouraged among students by outreach programmes to inculcate: <ol style="list-style-type: none"> Social concern Character building “Bembala” under Bangalore Jesuit Education service. 2. Participation is mandatory – 60 hrs., credit 3. E – Cell – Under NEN – National Entrepreneurship Network is active
c) Collaborations	1. Collaboration with – ACCA, CIMA, ICAI, ICSI 2. Interactive academic partners – KOBE, EIT (New Zealand) 3. Encouragement to faculty members to take-up more funding projects 4. SAP and SPSS training introduced
2.4. Infrastructure and Learning Resources:	
2.4.1 Physical Facilities:	Institute has a well-designed environment friendly class rooms and conference rooms. There is ample facility for indoor and outdoor games.
2.4.2 Library as a Learning Resource:	Has library with latest editions of volumes of books
2.4.3 IT Infrastructure	Wi-Fi campus, provides free access to faculty and students.
2.4.4 Maintenance of Campus Facilities:	Hygienically maintained campus.
2.5 Student Support and Progression:	
2.5.1 Student Mentoring and Support:	COUNCELLING: 1. SWOT at entry level

	<ol style="list-style-type: none"> 2. Identification of slow learning students 3. Remedial measures taken, suggests remedies for non-performers. <ol style="list-style-type: none"> a. Observation b. Questionnaire c. Work on weaknesses 4. PTA – parent teacher association
2.5.2 Student Progression:	<ol style="list-style-type: none"> 1. Incubation Centre for “entrepreneurship jointly organized with NEN and EDT. 2. NSS, NCC for students 3. Participation at the National Republic Day parade as an NCC/NSS contingent
2.5.3 Student Participation and Activities:	<p>The sports department of the college has always provided ample opportunities for students to participate in sports and games that are physically wholesome, mentally stimulating and socially sound.</p> <p>Indoor games area - Gym, Table tennis - Carom - and others.</p> <p>Outdoor Games - Basketball, volley ball, cricket, hockey</p> <p>The college has produced athletes and sports persons of National and International repute. The Playground and facilities are adequate</p> <p>STUDENT SUPPORT</p> <ul style="list-style-type: none"> • Scholarship • Breakfast & Snacks • TA & DA • Awards • Concessions are provided to sports persons <p>Social and cultural activities organized are:</p> <ol style="list-style-type: none"> 1. Adoption of Govt. schools 2. Leadership & Rural Camps 3. Seminars, lectures, workshops on social issues 4. Blood donation camps 5. Cleanliness drives, awareness campaigns & recycling projects 6. Reaching out to communities in distress and at times of emergencies 7. Major Projects in the Past 5 Years

	<ul style="list-style-type: none"> a. 12 Rural Exposure Camps conducted b. 10 Leadership & Cultural Camps conducted c. 5 Blood Donation Camps conducted <p>8. Business Associations</p> <ul style="list-style-type: none"> a. E-Cell - Entrepreneurship Cell b. JBC- Josephite Business Club c. Finaryans - Finance Club <p>9. Cultural & Language Associations</p> <ul style="list-style-type: none"> a. Hashmi Theatre Forum b. Kannada Sangha c. Hindi Parishad d. Serenata Chorale - Choir e. ALMA - Association for Literature, Music & Arts f. Women's Forum
<p>2.6. Governance, Leadership and Management:</p>	
<p>2.6.1 Institutional Vision and Leadership:</p>	<ul style="list-style-type: none"> 1. Vision statement is clear and noble <ul style="list-style-type: none"> • To achieve academic excellence with social concern • Institute supports students from marginalized and poor segments of society 2. Investment on faculty: <ul style="list-style-type: none"> a) Conduct faculty development programmes in line with the demand b) Faculty hiring policy is strictly followed- based on the need identification by the Vice Principal, based on workload, and in consultation with external subject experts. c) Fresh faculty have to give a demonstration lecture and the observers submit a confidential report to Principal. d) Principal makes the decision based on qualification, experience and remuneration. e) Faculty motivation policy: encourage for higher studies with 1 year leave

	<p>and 50% salary given. For M.Phil., 30% of fee is reimbursed.</p> <p>f) Deputation to national seminars, workshops by universities and educational institutions encouraged</p> <p>g) Faculty attrition is minimal</p>
2.6.2 Strategy Development and Deployment	<p>Admission policy:</p> <p>Inclusivity promotion</p> <ol style="list-style-type: none"> i. Admission Committee approved by the Management looks into the admission policy ii. General merit - 90% marks in the qualified examination. iii. Minority merit - 60 % marks in the qualified examination. iv. Sports - 47%. <p>New courses and add-ons:</p> <ul style="list-style-type: none"> • BBM (IB) • ACCA • Certificate courses. <p>PLACEMENT:</p> <ul style="list-style-type: none"> • No Full-time placement officer - full time faculty given additional responsibility.
<p>2.6.3 Faculty Empowerment Strategies:</p> <ul style="list-style-type: none"> - Faculty development initiatives - Support staff development initiatives - Student development initiatives 	<p>Faculty empowerment:</p> <ol style="list-style-type: none"> a) Full autonomy to HODs. b) Right faculty choice - from external sources with remuneration flexibility. c) Faculty encouraged to attend external programmes d) HODs prepare budget - academic expenses pertaining to their departments. e) Industry - institute interface programmes were organized - did not yield expected results. f) Moulding students to corporate values, responsible citizens and attitude development programmes. g) Deloitte, E & Y, KPMG Scholarships.

<p>2.6.4 Financial Management and Resource</p>	<ol style="list-style-type: none"> 1. Finance Committee looks into the financial management 2. Budgeting: No deficit is allowed 3. Revenue & disbursement: <ol style="list-style-type: none"> a) Infrastructure b) Scholarships – (one time)Rs. 8000 to Rs 40,000 c) Alumni fund- return gratitude, 500 to 1000 notebooks <p>Fee structure: 25% excess to take care of exigencies.</p>
<p>2.6.5 Internal Quality Assurance System:</p>	<p>Monitoring system: Have a structured system to monitor outcome of courses, value added courses.</p> <ul style="list-style-type: none"> • IQAC is proactive in innovating curriculum on a regular basis. • Faculty performance is evaluated effectively • Student performance is evaluated effectively • New system of arriving at “Employability Index” – which is a competency measurement done to PG students. UG yet to be done. • Collaboration with foreign institutions to be explored. • Remedial classes for students admitted under 3 categories of percentage of marks in the qualified examination. • Students with 95% marks – involved in student research – CA • Students with 65% and 45%- have 10 days course in Mathematics and Accounts before the regular classes start and also 10 days before the examination are conducted.
<p>Section III: OVERALL ANALYSIS: Observations</p>	
<p>3.1 Institutional Strengths:</p>	<ul style="list-style-type: none"> • Sound and value based Management, • Efficient Administration, • reasonably good infrastructure, • Committed Faculty,

	<ul style="list-style-type: none"> • High Brand equity, • Industry based contemporary Curriculum, • Good placement record, • Undivided focus as it is an exclusive Commerce College • Good quality of students • Automation • strong Alumni • High degree of community intervention. • Skill based education introduced – Tally, Excel, E-ticketing, Analytics tools. • Collaboration with – ACCA, CIMA, ICAI, ICSI • Interactive academic partners – KOBE, EIT (New Zealand) • Linking SJCC Research Centre with “Economic Research Centre of FKCCI”.
3.2 Institutional Weakness	<ul style="list-style-type: none"> • Industry interface, • Lack of research orientation in curriculum, • Limited space for academic expansion, • Exit policy of the govt .in recruitment of aided faculty , • Lack of consultation, • No full-time office for placement – full time faculty given additional responsibility • Routines take over academic work • Digital library • Internet – 24X7 provisions. • Limitation – for inter-disciplinary course • Skill training without field exposure has little value.
3.3 Institutional Opportunities:	<ul style="list-style-type: none"> • To become a university • Faculty and student exchange

	<ul style="list-style-type: none"> • New programmes, choice of electives, dual electives • PG Courses in Management, • Industry institution interface cell • Collaboration with foreign universities for offering joint programmes • Research and exchange programmes • Enhance research activities
3.4 Institutional Challenges:	<ul style="list-style-type: none"> • Coping with Changing policies of the government • Competition from private Universities and Colleges, handling modern students in discipline • Faculty retention • Financing academic development • Space for expansion • Academic excellence in line with changing domestic and global employers' demands

Recommendations for Quality Enhancement of the Institution:

1. Investment in land for future expansion since the University status requires minimum 25 acres
2. Research –
 - Research Centre: Create a corpus fund to support research activity.
 - Encourage faculty to take up more of funded projects.
 - Create on-line research repository for SJCC.
 - Introduction of Research projects at UG level
- 3 Placement:
 - Dedicated placement cell with a professional heading the cell.
 - To Create a student progression dairy to include:
 - Student transformational index
 - Student competency mapping.
- 4 All the activities planned by various departments, under various criteria are to be measured and quantified.
 - a. Library –to become digital and increase the seating capacity
- 5 Seeking collaboration with Institutional funding agencies for projects.
- 6 Collaboration with other Industry Bodies – FKCCI & CII.
- 7 Linking SJCC Research Centre with “Economic Research Centre of FKCCI”.
- 8 Benefits for research and book writing to be relooked by the faculty
9. More and more skill components to be added in the Curriculum

ACADEMIC & ADMINISTRATIVE AUDIT

2016-17

Action Taken Report

Introduction

The institution conducted an Academic and Administrative Audit in 2016-2017 covering academic, administrative and student centric activities of the College. Below mentioned actions were executed for quality enhancement of the Institution

Sl. No.	Suggestions	Action Taken
1.	Encourage faculty to take up more funded projects.	Management sponsored projects undertaken by faculty increased as a result of continuous orientation and support. Research Policy created.
2.	Create on-line research repository.	Promotion of Online Research repository' at the institution.
3.	Introduction of Research projects even at UG level	Introduction of Research projects at UG level. Undergraduate students are mentored to take up small research projects.
4.	To Create a student progression dairy.	Student progression diary created through ERP to facilitate tracking of students' progression and transformational index. Mentorship files aligned with the same.
5	Student competency mapping for student's progression.	The Placement cell and the Post-Graduation Departments organize student competency mapping sessions to identify the capability and interest levels of individual students.

6	Collaboration with other Industry Bodies	The college has promoted collaboration with many Industry Bodies like FKCCI, CII etc., both at National & International levels by signing MOU's.
7	Research and book writing to be relooked by the faculty	Faculty orientation and support provided for undertaking more research including book writing.
8	Linking SJCC Research Centre with others	Exploring the possibilities of collaboration with some reputed research institutions.
9	More skill components to be added in the Curriculum	Compulsory skill-based papers incorporated in the Curriculum.

On the basis of the suggestions given by the Academic and Administrative Audit Team.

Conclusion

Thus, required action has been taken on the basis of the suggestions given by the AAA team for quality enhancement of the institution.

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