2014-15

St. Joseph's College of Commerce

163, Brigade Road

Bangalore-560025

Website :www.sjcc.edu.in

Internal Quality Assurance Cell

(IQAC)

Newsletter

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<u>Newsletter</u>

Vision

The Internal Quality Assurance Cell (IQAC), established in accordance to NAAC guidelines, aim to work towards quality sustenance and enhancement of the academic and administrative performance of the Institution.

Mission

- Developing a system for conscious, consistent and catalytic improvement in the performance of its principal stakeholders, that is staff and students of the Institution.
- Promoting innovative practices that continually improves the effectiveness of the learning experiences of students/staff.
- Upholding the goals of quality enhancement and sustenance towards organizing various activities and programmes on the Campus.
- Promoting a learner centric environment for students and staff that foster the mission and vision of the Institution.

Principal's Message

The passive Indian student- a silent spectator, a quiet recipient of information overloads and one-way lectures is passé. The transformation in Higher Education and the higher education pedagogy in particular has been dramatic. The student today is an active participant in the education process. As students are increasingly encouraged to be reflexive and thoughtful learners, they have begun to learn from themselves, their peers and from their surroundings. It has become imperative for educational institutions to redesign and reorient its strategies to cater to these vibrant revolutions. With such dynamic changes at bay in a student and the learning process, institutions like ours are constantly evolving to devise new and innovative ways to address these diverse changes.

Internal Quality Assurance Cell (IQAC) of the Instituition is a place where solutions to coping with these dynamic changes originate, the place where processes are drawn to implement these solutions and it is the place, which effectively measures the outcomes of the ideas and implementations. IQAC not only devices, directs and measures quality at various levels but also aims to channelize all efforts and measures of the institution towards promoting holistic excellence in all fields.

The term 'assurance' signifies the act of giving confidence and making certain that the specified quality parameters have been fulfilled. A great idea amounts to nothing if it cannot be carried through, and the IQAC aims to carry through and implement all the great ideas that come its way by showing a high level of commitment to the three tenets of Quality Assurance- Control, Competence, and Excellence. This newsletter showcases all the ways in which the IQAC of our institution constantly strives to raise the bar in bringing new meaning to the term 'assurance' by making quality assurance a Constant, rather than merely an Initiative.

Rev. Dr. Daniel Fernandes SJ.

Composition of the IQAC

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TQM Team of SJCC

Highlights of IQAC Meetings

The IQAC holds meetings where discussions on the strategies and plans of action to execute and deliberate matters of academics, examination, Co/Extra/Extension activities and sports take place. The meetings also lay down the parameters and benchmark of quality that is expected from the regulatory bodies like MHRD, UGC, NAAC, and Bangalore University. Evaluation of decisions made with respect to admissions rules and regulations and other administration procedures are also discussed and reviewed.

IQAC Initiatives

IQAC facilitates the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process. IQAC helps in the development and

application of quality benchmarks/parameters for the various academic and administrative activities of the University/institution.

- Various conferences and seminars are organised regularly on a wide variety of topics of Research and Specializations to promotion of research orientation amongst faculty and students alike.

- The faculty members are encouraged to be a part of the Faculty Development Programmes.

- Examination Reforms Implemented:

    - Online exams for Internal Assessment,

    - Bar Coding of Answer Script,

    - Formation of Board of Examiner

- Sexual Harassment Complaints Committee and Grievance and Malpractice Committee are instituted.

IQAC Strategies

- IQAC promotes qualitative measures for institutional functioning towards internalization of quality culture and institutionalization of best practices. Further, it ensures heightened level of clarity and focus in institutional strategies towards quality enhancement.
- IQAC is set up to ensure timely, efficient and progressive performance of academic, administrative and financial tasks. Steps are taken to ensure credibility of evaluation procedures and affordability of academic programs for various sections of the society.

- Qualitative steps are taken to integrate modern methods of teaching and learning to increase relevance and quality of Academics and Research programmes.

- The Cell ensures the maintenance and functioning of the support structure and services.

- Research sharing and networking with other institutions in India and abroad.

The Other Related Strategies Employed

- The quality of academic and research programs are regularly updated to ensure academic relevance.

- Equitable access and affordability of academic programs for various sections of the society through careful cost structuring.

- The credibility of evaluation procedures by maintaining transparency and adopting innovative technological application to promote effective and efficient evaluation system.

- Ensuring the adequacy, maintenance and functioning of the support structure and services like housekeeping, library support staff and ERP.

- Research sharing and networking with other institutions in India and abroad through publication of journals and research papers.

The Plans of Action and the Outcome Achieved for the Year 2014-15

The plans of action initiated by the IQAC towards quality enrichment are as follows.

- Initiatives for Academic Excellence:

- The Institution has decided to introduce the Choice Based Credit System (CBCS) from the academic year 2015-16. The CBCS will offer students a greater choice of courses tailored to their interests and career goals.

- The Institution has entered into academic partnership with Swansea University, Kobe University, Dulles University and ESDES France, has laid the foundation for foreign university collaborations.

- The Institution has incorporated industry based requirements into its curriculum and offers students an opportunity to pursue professional courses along with a B.Com, BBM, and M.Com degrees. The college has signed a Memorandum of Understanding (MOU) with the following Professional Institutions like Chartered Institute of Management Accounts (CIMA) & Association of Chartered Certified Accounts (ACCA).

- The Institution has introduced significant collaboration with Industry partners that benefit in multi researcher interactions and underlines an exchange of learning and information on both sides of the undertaking. The Institution has collaborated with Industries like Ernest & Young, Tata Consultancy Service and ISDC.

- The institution is committed to inculcate a sense of social responsibility amongst its students. To strengthen this objective further the college has associated itself with different NGOs and social enterprises like Sneha Care Home, Agape.

- The extension and outreach activities of the Institution though varied in nature and substance instils a sense of moral and ethical responsibility in the students towards their society and environment. The Associations like NSS, AICUF, CSA, Women's Forum, E Cell, Josephite Business Club , Student Council Activities are all directed towards reaching out to the society and work for their betterment.

- The Institution has always been guided by a philosophy of keeping pace with the spirits and needs of. The infrastructure of the Institution is reflective of this philosophy. It encompasses and includes Library and Information Centre, Computer Centre, Auditoriums, Board Room and AV Room. This year the Computer lab, Principal's office, Examination Centre, Reception area and the Main Corridor were renovated designed.

Innovation & Best Practices

The Institution has always endeavoured to be at the forefront of innovation and improvement by adopting best practices from across the world. It encourages students to unleash their creativity, freedom and inquisitiveness in order to make the Institution a welcoming place for everyone. Some of the best practices that has been adopted is reflective of the commitment of the Institution to innovation. Some of the innovative and best practices are mentioned below:

- The Institution maintains a strong relationship with its distinctive and accomplished alumni who provide valuable inputs for institutional enrichment as well as support the institution through inculcating a sense of belongingness and philanthropic practices.

- The Institution instils a sense of holistic and professional development through conducting regular co-curricular activities in the class-room and beyond it. The faculty and students actively participate in panel discussions, debates, group discussion and presentations.

- The Institution has imbibed the use of modern teaching methodology and pedagogy that makes the classroom learning more conducive and rich in addition to best classroom performance.

- The Institution to keep pace with the emerging trends in higher education and to develop skills essential for career advancement are in regular talks and consultation with various working professionals, experts, consultants, and alumni. Their valuable inputs and suggestions are incorporated in framing and developing the curriculum.

- Regular guest lectures and seminars are made an essential part of academic fibre, to bring in the latest and most diverse inputs from all facets of knowledge domains.

- The Institution has collaborated with Swansea University, (UK) and IESEG, (France) to enable students to take up dual degree programs and acquire additional foreign degree.

- The Institution believes in sensitizing students to become responsible towards each other by popularising innovative practices like peer learning and also supporting additional academic exercises for slow learners.

- The Institution encourages education of differently abled students by giving them extra care through scholarships and facilitating infrastructural support. .

- Internship and industrial visits are an important feature of the curriculum and it prepares them for the corporate world.

- The students are actively involved in academic/co-curricular and other activities of the Department.

- Regular staff training programmes are organized on the campus.

- Modern Teaching methods in practice through extensive use of teaching aid and ICT.

- The Institution makes adequate provision for teaching learning resources - study material, question paper bank, tutorial videos.

- Free mid day meals provided to sports and economically disadvantaged students.

- Full time counselling for students is offered on the campus.

Initiatives for Faculty Development

- Faculty is deemed to be the most viable asset of SJCC. For improvisations of the same, a large number of seminars are conducted for faculty development. Guidance is given to faculty members to pursue PhD programs, publish research articles and present research papers at seminars and conferences. Faculty members are guided to undertake minor and major research projects.

- Staff Performance Evaluation is a yearly exercise where students evaluate the teaching faculty on three important parameters - Planning and Preparation for Class; Class Room Environment and Methodology of Teaching.

Experiential Learning:

VISIT TO OTHER INSTITUTONS

- The IQAC team of the Institution visited a few leading autonomous colleges in Chennai to learn more about the functioning of the IQAC. These colleges included Loyola College, Stella Maris, Ethiraj College and Women's Christian College in Chennai and Christ College in Bangalore. The team was enriched to learn about the initiatives taken by IQAC in these institutions. The team got an insight into the functioning of the cell, documentation process and various feedback systems in the place by the different stakeholders of the institution.

- The team also visited the NAAC office at Bangalore. Valuable insight was obtained regarding various agencies that encourage research activities among the faculty, newsletters of the NAAC and guidelines for drafting the Annual Quality Assurance Report and NAAC Report.

Expertise Shared

A team of six members from Mount Carmel College (Bangaluru) including the COE visited the examination centre. It was a half-day visit to get an understanding of the examination functions carried out in the ERP Knowledge Pro before changing over to the software. There was also general sharing of information about the rules and regulations and other examination procedures.

A team comprising 14 members (Principal, Vice Principals, IQAC -Coordinator and senior faculty) from Garware College of Commerce visited our campus on 12 and 13 of February

2015. The objective of the visit was to learn about the functioning of Administration and Best Practices of our institution. For in-depth learning meetings with different functional groups were organised. Their meetings were scheduled with Principal, Vice-Principal/IQAC Coordinator/HOD's, Controller of examinations, Student Governor, Placement Officer, Sports Director, Counsellors', Administrative staff and Students. During their exist meeting they placed on record the efficient work of the institution in planning and execution of academics co-curricular and extracurricular activities on the campus. They congratulated the Principal, faculty and students for the excellent efforts expended in enhancing quality in higher education.

FORMING OF SQC

In order to disseminate the information on various quality parameters and to strategize and listen to students, the participation of our students was considered equally important. Therefore the third layer of IQAC with the team from students called **Student Quality Circle** (SQC) was formed. This team is enthusiastic and they have informal meetings to suggest ways and means of quality improvement.

COLLABORATIONS

Collaboration is a joint effort of multiple individuals or work groups to accomplish a task or project. Collaboration has been found to have immediate and long-term effects as well as direct and indirect effects .It results in potential benefits like Effective and efficient program delivery; Improved Professional Development; Elimination of duplication; Improved public image; Better need assessment and Increased availability of resources (new staff, new knowledge, new equipment and facilities, and new services). The Institution entered into **Academic Partnership** with the following Universities

- Swansea University (UK)
- ESDES, France
- Dulles University, USA
- IESEG School of Management, France
- Kobe College, Japan

Partnership with Industries

- Ernst & Young (E&Y)
- Tata Consultancy Services (TCS)
- International Skill Development Course (ISDC)

Partnership with Professional Institutions

- Chartered Institute of Management Accountants (CIMA**)**
- Association of Chartered Certified Accounts (ACCA)

Round Table:

The IQAC team engages into deliberation with administrative and library staff of the Institution to work out productive measures to enhance the quality in the functioning of their respective departments. The objective is to build network and bring in suggestions to improve quality facilities.

Submission of AQAR and its acknowledgement:

Every year the IQAC co-ordinator submits an AQAR report. Since last year the submission has been online.

Activities reflecting the goals and objectives of IQAC

Academic Excellence

- In October 2010 the Institution was recognised by the UGC as "a College with Potential for Excellence". In order to continue to excel both in academics and extension activities, the college is entitled to receive a grant from UGC.

- Various staff enrichment programme, seminars and guest lectures are conducted to provide academic input to faculty.

- Staffs were encouraged to attend various International, National seminars and conferences.

- Research culture is inculcated among staff and students.

- SWOT analysis has been conducted to determine the strengths and work on the weaknesses.

Milestones

Infrastructure

Environment is an incentive to achieve and motivate. Infrastructural upgradation has been tactful and immediate in our Institution. In order to promote excellence in teaching, use of

electronic teaching aids has been adopted by the college. Every classroom has been fitted with an LCD projector, audio system and pull-down screen. The college replaced 96 computers. Thus, computer facilities in the college were upgraded and the old computers were donated to charitable organizations. College has an OFC leased line connection which was upgraded from 8Mbps to 12Mbps and a 10 Mbps of BSNL Broadband connection. One floor was extended to facilitate 3 classrooms one staff room and one auditorium. Thus it increases our student ratio. The implementation of Enterprise Resource Planning (ERP) software has been initiated in the college. The ERP package greatly enhances the efficiency of routine procedures of admissions, attendance, examinations etc.

Computerization of the college (ERP)

The college has implemented an effective ERP (Enterprise Resource Planning) system which is user friendly and has a single point college management software package which is an intra as well as internet based sever with multiple user access facility. Some of the features are: Online student registration, short listing and admission, Administration and user management, admission module, attendance module, examination module, result processing, timetable management etc.

LIBRARY UPGRADATION

The college library is an efficient source of information for students, vividly used by students as well as the faculty. It is a plethora of knowledge in all fields and is used extensively. To make library easy,approachable and systematic, the following features are implemented:

- EasyLib

- EPAC

- N – List

- DELNET

- Informatics – Net Library

- CAPITALINE

Examinations Reforms

The Barcode System

Installation of a barcode system for fair paper assessment by the faculty has been introduced. This enables the college to gain efficiency and maintain accurate scoring systems.

Online Internal Assessment

The internal assessments for students to attain their 10 mark internals as part of their curriculum is being conducted online wherein the students get to answer the questions through the intranet facility and receive their marks instantly.

Placement

The intention of an outgoing student is of utmost importance to our institution. Hence, the placement process saw top notch recruiters vying to hire talent that the Institution has become synonymous with. Some of the recruiters are KPMG, Amazon, ICICI, Volvo, Goldman Sachs, Deloitte India, Ernst & Young, Target, etc.

Students Assessment of Education and Formation

Exit interviews are an extremely important and useful tool for organisations quality enhancement. Proper exit interviews are an excellent opportunity to learn about both the strengths and weaknesses of the faculty and the institution, to help understand how best to satisfy students.
An exit interview is conducted annually for the final year outgoing students. The various aspects of evaluation are, usefulness of the course, internship, faculty teaching, testing methods, services rendered by the non teaching staff and facilities provided at the campus. This information provides useful input for enhancing the quality.

This year it was held on March 5th 2015.

Feedback from Parents

SJCC takes the initiative of organising a PTA meeting in the month of September annually. Feedback from parents and their assessment of the institution were taken which were tabulated and analysed.

Hello.., St. Joseph's college of Commerce being located at the heart of the city is successfully proved to be one of the top and the most leading college for commerce education.
Basically run by The Society of Jesus or Jesuits, the college has been wonderfully flourishing for many years.
It is true honor and privilege for my son for studying in this institution which offers world class commerce education, and also various platforms to showcase their talents, be it

education, seminars, co- curricular, internships, placements, business talks, this college gives it all. With 3UG courses and 2 PG courses, the college covers all up to date subject matter in the commerce field. The college organizes various business and cultural fests and offer opportunities to go abroad. The college becomes a piece of ecstasy where fun and learning is combined. To sum up St. Joseph's college of Commerce, is a right step forward, a right place for an amazing future.

Chandrasekar.T
Student: Arun franklin
　　　　3 B.Com B

Hi all, St. Joseph's college of Commerce is a wonderful college. Equal importance is given to academics, sports, co-curricular activities along with personality development. For slow learners special remedial classes are also conducted by teaching one to one. Teachers are available in the campus and always willing to extend a helping hand to the students.
 The college is equipped with good infrastructure and sports facilities. I assert that it's a place for students to grow up and learn values. The students who possess an inclination for extra-curricular activities and sports are a definite go for this college.
All in all St. Joseph's college of Commerce is the best place where a student can transform to become a better human being for tomorrow.
Clarence Menon
Student: Christopher Menon
　　　　III B.Com B

IQAC - Student Perspective Report

As a student who has witnessed the activities and happenings of the college over the past two and a half years, I speak from an empirical view when stating that SJCC recognizes the fundamental necessity in encouraging a student to grow in a multitude of directions. With a conveniently located campus, comprehensively advanced facilities and an impressively competent staff, the college seeks to provide a solid platform for its students. From personal perspective, I feel that it is mandatory that I mention the approachable trait present in our teachers. The staff at SJCC communicates with pristine proficiency both on a personal and professional level. A commendably challenging syllabus enables us to obtain adequate scholastic training and the option of choosing an elective in our final year allows us to focus on a specific field.

St. Joseph's College of Commerce is not just a mere grooming academy which interlinks the average school student to their qualified working avatar; it is rather a forum which provides an esteemed standard of academic, cultural and sporting elements that extensively prepare every single Josephite to be a successful individual of the contemporary world.

- Mario D'Vaz
3 B.Com 'C'