

# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**SESHADRIPURAM ACADEMY OF BUSINESS STUDIES**

**NO.18, 2ND MAIN ROAD, BEHIND POST OFFICE, KENGERI SATELLITE TOWN,  
BENGALURU SOUTH**

**560060**

**[www.sabs.ac.in](http://www.sabs.ac.in)**

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**October 2018**

# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

Thirteen years since its inception, Seshadripuram Academy of Business Studies is one of the prominent institutions under the umbrella of Seshadripuram Educational Trust (SET). The Trust was initiated by Smt. Andamma and Smt. Seethamma, in 1930 in a demure way with a primary school for girls. With the support of visionaries, the Trust has grown to its present stature, with 29 institutions, employing 1400 people and a student strength of more than 20,000 pursuing education from pre-nursery to post graduate courses and research programmes.

With the impetus to provide good and affordable education to all, Seshadripuram Academy of Business Studies was started in year 2005 under the furtherance of the Trust. At its inception, the college offered B. Com and BBA courses. Owing to the demand from the people in the surrounding areas, BCA course was started in 2013. Situated in a Green-rich area, with its state-of-art infrastructure, the college is equipped with CCTV camera facility and well ventilated class rooms that are ICT enabled. Computer laboratory has 64 systems. Air conditioned seminar hall has a seating capacity of 300, the AV room which is also air conditioned has a seating capacity of 50, and the auditorium has a seating capacity of 800. The library has a seating capacity of 100 with a good collection of books, journals and reference books. Lift, Canteen and Parking facilities are also available. Being conveniently located, the institution is close to the railway station and the metro stations.

### **Vision**

- To impart that education that would empower every individual to grow as a nation builder in all domains of life.

### **Mission**

- To inculcate humanitarian values, build professional prudence, inquisitiveness and create a drive for learning through essential motivation.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- Supportive Management
- State-of-the-art infrastructure
- Well-qualified and experienced faculty
- Value added Programs
- International and National Seminars organised every year
- Community Services by Asmithe, NSS, NCC, Civil Defence and YRC

- Training and Development
- Mentoring System to support students
- Ipomo attendance tracking system
- Various forums and cells to organise co-curricular and extra-curricular activities
- FDPs, Workshops and Guest Lectures are conducted on a regular basis
- Affordable fee structure through single window system.

### **Institutional Weakness**

- Limited industry academia interface
- Rural background of students and thereby communication barrier
- Limited courses being offered

### **Institutional Opportunity**

- MoUs and MoAs with reputed organisations can be increased
- Enhancing of consultancy by faculty
- Improvisation of research
- Students' exposure to entrepreneurial activities
- Arranging Skill development courses
- Encouraging students and faculty to take online courses and competitive exams for Government service, banking and insurance sectors

### **Institutional Challenge**

- Retaining experienced faculty
- Enhancing Placements
- Coping with competition posed by private universities and autonomous colleges.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Being affiliated to the Bangalore University, the institution follows the syllabus prescribed by the Bangalore University. In this regard, having limited scope for the design of the curriculum, the institution has devised its own methods for the effective curriculum delivery and its enrichment. The institution adheres to the system of the faculty preparing the lesson plan, maintaining work diaries, adopting distinctive methodologies to deliver the curriculum followed by feedback from students. The institution ensures that the faculty are given necessary support for effective curriculum delivery. Certificate courses like Tally ERP9, SAP and Advanced MS Excel are also introduced to support the curriculum delivery. The curriculum for these certificate courses are planned by the faculty in association with the external agencies. The faculty are supported with financial assistance to attend workshops, seminars and faculty development programs related to the curriculum. The institution invites eminent faculty in various disciplines to conduct guest lectures. Library with INFLIBNET facility and internet access is available to strengthen the curriculum delivery process. The faculty have been a part of various

activities of the BU like question paper setting, worked as squad, evaluators, reviewers and external examiners. Efforts are made by the institution, to supplement the prescribed curriculum through various Valued Added Programmes to equip students with knowledge and skills to benefit themselves globally. The institution lays emphasis on integrating cross cutting issues related to gender, environment and sustainability, human values and professional ethics through the activities of various cells and forums

### **Teaching-learning and Evaluation**

The college fills seats on first come first serve basis. The Management offers merit scholarship of Rs. 10,000/- for students securing 85% to 95% and full fee concession for students securing 95% and above at the time of admission. Fee concessions are provided for students from economically underprivileged background. In order to equip students for transition to higher education system, Orientation is conducted for the students. Discipline specific Bridge Courses and Remedial Classes are conducted to help students cope with the course. Advanced learners are identified, honoured and motivated to enhance their skills.

The IQAC ensures to promote effective teaching learning ambience at college. It emphasises the use of ICT in teaching learning process. The teaching learning process focuses on facilitating student centric approach that involves a wide range of indoor activities such as presentations, seminars, symposia, group discussions, case studies, to outdoor activities like industrial visits and field trips. The different cells and forums of the college conduct a wide range of activities spread across the year in order to encourage students to enhance their skills and exhibit their talents.

Faculty are encouraged to enrich their knowledge by organising and participating in various FDPs and workshops. Feedback on faculty being collected from students, enables the faculty to improve their quality of teaching. Good results in the University exams with a rank in BCA at the university level and successful placements in reputed organizations stands as testimony to teaching learning system being followed at the college.

### **Research, Innovations and Extension**

Research serves as a backbone to quality teaching and learning. 2 faculty members of the institution have got Ph.D. and 5 faculty members are pursuing Ph.D. The institution promotes a research culture among both faculty and students. The Research Cell organizes lectures by distinguished resource persons, focusing to promote research culture among students and faculty. Faculty are motivated to apply for minor research projects from the research fund that is provided by the management. To promote research activities, the institution provides infrastructural, technical and financial support to both faculty and students. Students of the college have also presented papers in various seminars and have brought laurels to the college. Well stacked library with INFLIBNET, Wi-Fi facility and a good collection of books and journals pertaining to various disciplines are made available to both students and faculty to aid research. Faculty make paper presentations and publish articles in books and journals prescribed by the UGC, every year. The faculty have to their credit 14 books with ISBN and 7 books without ISBN. The faculty have published 19 papers in both International and National seminars and 22 papers in the UGC listed journals. 'Asmithe' the centre for community concern in the institution has carried various activities for the benefit of the neighbouring communities for the last five years. Conducting health camps, free eye check-up camps, blood donation camps, arranging visits to nearby orphanages, creating awareness among public on important issues are some of the key concerns of focus of Asmithe.

## **Infrastructure and Learning Resources**

Physical and knowledge infrastructure has seen incremental growth owing to the efforts of the management and the institution. Additional class rooms have been constructed after the commencement of the BCA course. The institution has ample infrastructural facilities for both curricular and co-curricular activities. An Auditorium, an air-conditioned Seminar Hall, an AV Room and a large quadrangle with an open air stage add to the infrastructure. Separate rooms are made available for the IQAC, NSS, Placement Cell and other forums. Canteen and parking facilities are also available for both students and faculty. The institution is ICT enabled to promote learning to match the requirements of the present day's globalised world. The college has 10 rooms which are ICT enabled. 70 systems are available to be used by the students and 10 systems are available for the faculty. Internet connectivity in the college has been improved through ACT fibre net connections. The library hoards a good collection of books and journals together with books for competitive exams and personality development. The library also has a collection of books by some of the great visionaries like Swami Vivekananda, Dr. B.R. Ambedkar and Mahatma Gandhi, concerned to whom there are also forums in the college. The infrastructural facilities are maintained by designated service providers through AMCs, which is in turn supervised by the Civil Engineer, Electric and Hardware Engineers nominated by the Trust.

## **Student Support and Progression**

The Trust ensures support to the economically weaker students in the form of merit scholarships and fee concessions. The students are provided text books for core subjects to extend academic support. Students are also provided training to improvise their skills. The success of students in different cultural and sports activities stands as testimony to this aspect. To be entrepreneurs are given a platform through the ED Cell and 'Vinyas,' the ED Mela conducted each year provides the students with hands-on experience. The mentors meet their mentees on a regular basis ensuring their wholistic development. The counselling committee 'Spandana' fortifies the psychological security of students within the college premises. Grievances of students are redressed through a systematic mechanism. The students are provided with suggestion boxes in each floor to bring forth their concerns if any. Special care is taken to ensure safety of girl students in the college. The results of students in all the courses surpass the university average and there are many students scoring centum in various subjects each semester. One of the BCA students has secured the ninth rank at the Bangalore University level. The students have also represented the college at both International and National levels and have brought laurels to the institution. Some of the alumni of the college have been placed in reputed organizations. The alumni meet once a year to pay their tributes to their alma mater in various ways such as Promoting placements, Training students for competitions, Giving Guest Lectures, etc.

## **Governance, Leadership and Management**

The institution is strengthened by the active interest of the Management in academic and administrative issues. The Governing Council wields the helm of affairs of the institution. Next in hierarchical ladder is the Principal who coordinates with the IQAC, Heads of various Departments and Coordinators of various Committees to assign functional authorities. Quality, being a prime concern of the institution, inputs gained through feedbacks play a major role in planning measures to enhance quality. IQAC focuses mainly to make the institution ICT enabled and to make maximal utilization of human resources through meticulous planning and its effective

implementation. Staffs are supported with welfare schemes such as medical insurance, maternity leave, gratuity benefits etc. The financial management of the institution is efficiently managed by both internal and external auditing. External members of the IQAC contribute their best minds the quality in the institution. The inclusive feedback mechanism developed by the IQAC, helps in the SWOC analysis of the institution. The IQAC functions in coordination with the HoDs and committee Coordinators. All decisions taken by the IQAC are approved by the Governing Council. These decisions are communicated to the faculty through regular meetings conducted by the IQAC and suggestions are sought for further improvisation. Decentralised power distribution ensures to promote leadership qualities not just among staff but also students to motivate them towards becoming nation builders in accordance to the vision of the institution.

### **Institutional Values and Best Practices**

An eco-friendly atmosphere has been promoted and practiced in the college. Swach SABS is celebrated on the 2nd Saturday of every month. Efforts have been made to reduce paper wastage, electricity, water and use of plastic. Rain water harvesting facility is available in the college. The institution also celebrates various national festivals.

The two Best Practices evolved in the institution are the Training and Development and Mentoring. Value added programs are designed to provide support to Placement activities. The training sessions are spread across from I to VI semesters. Many students of the institution are placed in reputed organizations and most of them are also pursuing their higher education.

Our next best practice is 'Mentoring,' that is managed by the mentoring committee 'Manthana.' Mentoring aims at providing complete motivation and support to students for their overall improvement and success. Help identify career paths for students and support students' personal growth.

The 4Cs "**Community Concern – Compassionate Companion**" stand out as the institutional distinctiveness. The Tech Savvy forum educates and conducts free sessions to educate our neighbouring citizens on the basics of computers. The Eco club 'Green Machine' has conducted many sessions for the nearby people on waste segregation, Go-Green Machine rally, Terrace gardening tips etc. 'Asmithe' has conducted many activities like blood donation camps, free eye check-up camps etc. The institution has also adopted a school at Sulikere and has constructed two rest rooms for girls in the government school at Sulikere.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SESHADRIPURAM ACADEMY OF BUSINESS STUDIES
Address	No.18, 2nd Main Road, Behind Post Office, Kengeri Satellite Town, Bengaluru South
City	Bengaluru
State	Karnataka
Pin	560060
Website	<a href="http://www.sabs.ac.in">www.sabs.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
IQAC Coordinator	ROOPASHREE U	-	9886347390	-	roopashreemohan@gmail.com
Principal	JAYARAMA	080-28488676	9341325535	-	sabsblr@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	01-01-2005			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Karnataka	Bangalore University		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes <a href="#">autonomydoc_1536913580.pdf</a>
If yes, has the College applied for availing the autonomous status?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No



<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	No.18, 2nd Main Road, Behind Post Office, Kengeri Satellite Town, Bengaluru South	Urban	0.66	1197.12

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCom, Department Of Commerce And Management	36	II PUC or Equivalent	English	240	227
UG	BBA, Department Of Commerce And Management	36	II PUC or Equivalent	English	60	30
UG	BCA, Department Of Computer Science	36	II PUC or Equivalent	English	60	60

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	2				5				17			
Recruited	1	1	0	2	1	4	0	5	5	12	0	17
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>						
	<b>Male</b>		<b>Female</b>		<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government						0
Recruited	0		0		0	0
Yet to Recruit						0
Sanctioned by the Management/Society or Other Authorized Bodies						15
Recruited	9		6		0	15
Yet to Recruit						0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	1	0	0	1
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	1	0	0	0	3	0	0	0	0	4
PG	0	1	0	1	1	0	5	11	0	19

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	1	0	4

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	1		1		2

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	149	6	0
	Female	160	2	0	0	162
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	16	11	15	9
	Female	17	13	12	19
	Others	0	0	0	0
ST	Male	3	1	2	3
	Female	4	1	2	2
	Others	0	0	0	0
OBC	Male	114	90	128	107
	Female	123	124	97	86
	Others	0	0	0	0
General	Male	22	15	33	15
	Female	18	26	19	14
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		317	281	308	255

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 3	File Description	Document
	Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	3	3

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
838	795	747	683	697

File Description	Document
	<a href="#">View Document</a>

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
360	360	360	340	340

File Description	Document
	<a href="#">View Document</a>

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
259	225	199	224	216

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	23	20	21	20

  

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	23	20	21	20

  

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 17**

#### Number of computers

**Response: 70**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
210.24	138.83	122.75	217.43	133.42

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

**1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

**The Institution ensures effective curriculum delivery through a well-planned and documented process**

The institution adheres to the “**ASPIRE**” model for effective curriculum delivery.

- **Analyse:** Based on students’ performance in the previous academic year, analysis is done by the IQAC before the commencement of each academic year. In accordance to the outcome attainment, gaps in teaching methodologies, certificate courses to be conducted, infrastructure facilities required, additional support required for students and challenges to deliver the curriculum within the stipulated timeframe are identified.

**S- Set Goals:** Department wise and committee wise goals are set at the beginning of each academic year for effective curriculum delivery and syllabus completion to attain the expected outcome.

**P-Plan:** The institution plans the academic schedule as per Bangalore University academic calendar as follows:

- Before commencement of each semester, a meeting is held to chalk out the academic plan.
- Every department/committee prepare their plan of action and submit it to the IQAC, which prepares the final schedule of activities.

**I-Implementation:** The institution is able to complete the curriculum within the planned time frame by adopting following measures:

- Work load is made known to the faculty prior to the commencement of the semester.
- As per the subject allotment, a master time table is prepared. It includes academic subjects prescribed by the university, time table of lab, value added classes and meditation classes.
- Every faculty prepares lesson plan in the prescribed format as per time table and academic calendar and submits it to HODs for verification and approval.
- Students are continuously evaluated on the basis of various assignments and activities, competitions under various forums, two internal assessment tests, pre-final examination and attendance throughout the semester.

*The challenges in completing the curriculum within the planned time span and calendar, are encountered by the following measures:*

- Use of ICT facilities and other teaching aids.



- Remedial classes are conducted for slow learners.

**R-Review:** The IQAC in association with the heads of various departments ensures successful adherence to planned activities.

- Work diary is maintained and submitted to the HODs and Principal at the end of each month for verification, and the same is verified by the IQAC at the end of the semester.
- The process of monthly review of students' attendance and updating the parents of their ward's performance is carried out on a regular basis.

In case of any lapses, alternative measures are considered for effective implementation of the activities planned. Feedback on syllabus completion and delivery is sought from the students. The faculty also appraise themselves with respect to curriculum delivery.

**E-Enhancement:** Faculty members are encouraged to participate in FDPs, conferences and seminars to upgrade their knowledge. The management provides financial assistance to the faculty members who attend such programs. In addition, the college also conducts various Faculty Development Programs, Workshops, Hands-on Workshop, National Seminars and Conferences by inviting eminent Resource Persons.

### 1.1.2 Number of certificate/diploma program introduced during the last five years

**Response:** 6

#### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	0	1	0

#### File Description

#### Document

Details of the certificate/Diploma programs

[View Document](#)

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 143.52

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	8	17	0	1

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

<b>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</b>	
<b>Response:</b> 33.33	
1.2.1.1 How many new courses are introduced within the last five years	
Response: 1	
File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

<b>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</b>	
<b>Response:</b> 100	
1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.	
Response: 3	
File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

<b>1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</b>	
<b>Response:</b> 0	
1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years	

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

#### 1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

##### Response:

Institution integrates cross cutting issues relevant to gender, environment and sustainability, human values and Professional ethics into the curriculum.

Core and Non-Core Subjects	Impact
Organizational Behaviour	Enriches values and professional ethics by administering sound knowledge and providing equal opportunities to Women.
Human Resource Management	Defines quality personnel through need based analysis and training to befit industrial requirements.
Marketing and Service Management	Enables to work in a manner consistent with law and professional standards, and protocols as it relates to marketing, advertising, promotional, service and ethical consideration.
Public Relation and corporate communication	Augments physical and psychological attributes required for an employee in a business arena
Business Environment	Evaluates the impact of changing global, political, economic, competitive, environmental, cultural and social systems on business strategy development.
Business Ethics	Provides knowledge related to the behavior and obligations of business professionals
Science & Society	Identifies the historical, economic, cultural, and/ or societal impacts of such issues as sustainability, energy problems, water quality and information science. Articulate ways in which society is transformed by science and technology
Cultural Diversity and Society	Communicates an understanding of the ways in

	which race, ethnicity and / or gender are socially constructed and also that different cultural may hold different views of the same issues.
Indian Constitution and Human Rights	Specifies basic information about Indian Constitution with a focus on legal literacy and identifies individual roles and ethical responsibilities towards society
Personality Development and Leadership	Demonstrates an understanding of group dynamics and effective team work with a development of a range of leadership skills and abilities such as effectively leading changes, resolving conflicts and motivating others.

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response: 6**

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 6

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response: 0**

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** A.Any 4 of the above

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:**

**A. Feedback collected, analysed and action taken and feedback available on website**

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** B. Feedback collected, analysed and action has been taken

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0.66

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	3	7	4	3

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 79.57

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
317	281	308	255	242

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
360	360	360	340	340

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

**2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years****Response:** 79.57

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
317	281	308	255	242

**File Description****Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

Students are assessed and identified as advanced and slow learners mainly based on their performance in the previous qualifying exams. Qualifying examination marks are taken as benchmark to assess and charter remedial strategies for quality enhancement among the learning abilities of the students.

Following aspects are considered for continuous monitoring of performance of students throughout the course duration.

- Participation in class room activities, Presentations, Group activities, Observation and feedback from teachers and mentors.
- Performance in tests and pre – final examination.
- Through interaction with students and parents.

Following strategies are deployed to cater to learning needs of students:

**Advanced Learners:**

- Considered as members of IQAC, Library committee, Magazine committee, other forums and cells

in the college and their ideas are considered in quality initiatives of college.

- Made to involve in designing Magazines, Prospectus, and News Letters of college which helps in bringing quality publications.
- Given participation in conference and Seminars organised.
- Assigned the role as coordinators and volunteers in conducting inter-collegiate level Cultural and Management fests, Symposiums, FDPs and Conferences and made to involve in designing Brochures, Invitations and Posters and preparing Schedules, to enhance Organizing, Leadership and Managerial Skills.
- Sent to participate in inter-collegiate fests, conferences, workshops and Seminars to present papers.
- Additional projects and assignments are given to enable in depth study.
- Additional books are issued by faculty and Library.
- Utilised for Peer teaching to share ideas, study techniques and subject knowledge to enhance their presentation Skills.
- Mini projects are given to conduct study on topics like “behavior of students towards Khadi products” and “impact of cashless economy on street vendors” and made to conduct survey on “Online transactions and Mobile Banking” in the nearby places of college through Commerce Forum and Research Cell to build Research Culture among students.

#### Slow Learners:

- Remedial classes are conducted to provide personalized attention.
- Study hours are organised to encourage self study and to give additional support.
- Peer learning is encouraged to share ideas and clarify doubts.

Following special initiations are also taken in common for all students.

- Department wise bridge course is conducted as per IQAC mandated during the first week of commencement of college in regular class hours as per time table and all the students are made mandatorily to attend and post bridge course test is conducted to measure the effectiveness and understanding level.
- Guidance and motivation through Spandana, student Mentoring Cell and Mantana, Counseling Cell is being provided for constructive development of personality.
- Meditation classes are organised to build stable, active and focused mindset.
- Joint projects and group presentations are given.
- Value added, Add-on/Certificate courses are organised to enhance knowledge base and skills.
- Parent – Teachers meetings are conducted.
- Guest Lecturers, Workshops and Symposiums are conducted.
- Study materials are provided for support.
- Made to involve in community orientation activities through Anandamma Seethamma Centre for Community Concern.
- Final year students are sent to companies for Apprenticeship.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>



<b>2.2.2 Student - Full time teacher ratio</b>	
<b>Response:</b> 34.92	
<b>2.2.3 Percentage of differently abled students (Divyangjan) on rolls</b>	
<b>Response:</b> 0.36	
2.2.3.1 Number of differently abled students on rolls	
Response: 3	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

<p><b>2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</b></p> <p><b>Response:</b></p> <p>Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</p> <p>In line with the developments in pedagogical practices and ever changing demands in higher education scenario, the institution focuses on consistently improving the teaching – learning process by making it more students centric.</p> <p>Various support structures, in terms of both physical infrastructure and knowledge base like well-equipped ICT enabled Class rooms, Audio-visual room and Seminar Hall with LCD projectors and Wi-Fi connection, special reference books, competitive books, Digita Campus and Ipomo an Academic Management System to enable quick, well documented, effective and integrated academic environment by providing access to Faculty, Management, Students and Parents are provided to enable student centric teaching – learning, which in turn facilitate teachers and students to enrich their knowledge and make class room teaching and learning more effective and interesting.</p> <p>Following are the student centric methods adopted and practiced by the institution.</p> <p><b>Experiential Learning:</b> such as,</p> <ul style="list-style-type: none"> <li>• Use of audio visual material- You tube videos, TED Talks.</li> <li>• Access to e – resources through INFLIBNET and other online database of library.</li> <li>• Power Point Presentations are given.</li> <li>• Industrial visits are organized.</li> </ul>
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- Workshops are conducted.
- Exhibition by Tech Savvy (Computer Forum) are organized.
- Referencing and learning through browsing in library.
- Field projects are assigned.
- Hands on training to gain practical knowledge in subjects like Tally (GST) and Microsoft Excel etc. is provided.
- Students are trained through Value Added Course on Interview facing Skills, Communication Skills, Aptitude, Group Discussions etc.,
- Students are sent to companies for apprenticeship.

**Participative Learning:** Collaborative teaching techniques are mainly adopted to enable participative learning. Such as,

- Conducting group discussions in class rooms.
- Involvement of students in various programs through Commerce and Management Forum, Tech Savvy, Business Lab, Enjoy English Club, NSS, Civil Defense and Anandamma Seethamma Centre for Community Concern.
- Peer Learning.
- Role plays are used.
- Collage Making and Poster presentation competitions are held.
- Group presentations are given.
- Debate, Extempore Talking and Essay writing are encouraged.
- Guest lectures, Seminars, Symposiums are conducted.

**Problem Solving Methodologies:** such as,

- Case study analysis in groups.
- Preparing mini projects.
- Field projects are given to conduct survey on Online Transactions, Mobile Banking and Impact of Cashless Economy on street vendors etc.,
- Students are made to solve previous year question papers and are asked to clarify their doubts.
- Competitions like Puzzle solving and Debate are conducted through various forums and cells.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 75

## 2.3.2.1 Number of teachers using ICT

Response: 18

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

## 2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 34.92

## 2.3.3.1 Number of mentors

Response: 24

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3.4 Innovation and creativity in teaching-learning

Response:

There is great emphasis on innovativeness and creativity in teaching practices in the institution, by providing faculty members with necessary knowledge and infrastructure. The IQAC arranges training programs/workshops for use of ICT and innovative pedagogical practices and also interactions with educationists.

Innovation in teaching methods is also given prominence in the evaluation of performance of a teacher.

Following are the Innovations and Creativity in teaching – learning practices observed in the institution over last five years:

**Theatre based learning:**

- Online clippings, Videos are shown to students related to subject/topic.
- Screening of movies pertaining to the syllabus or general issues followed by discussions and reviews.

**Activity based learning:**

- Collection of articles from newspapers and magazines and presentation of ideas.
- Assignments are given based on live or practical cases relating to subjects/concepts.

### **Use of LMS (Google class room):**

It is a free web service developed by Google that aims to simplify creating, distributing and grading assignments and share information in a paperless way. It's a virtual classroom which is being used by the faculty members to share information and give assignments online to students.

### **Mind mapping:**

It is an innovative thinking activity which helps students to visualize and externalize concepts and understand the connections between different ideas.

### **Entrepreneurship Mela:**

Mela by name "Vinyas" is being conducted by Entrepreneurship Development Cells since 2016-17 especially for final year students which focus on practical exposure of setting up business, accounting aspects, reports, budgeting etc. Students are made to come up with their own ideas and products, sell their products and make money.

### **Peer training:**

It is a practice of identifying students with knowledge and skills in various domains such as technology (Hardware and Software), Tally, Handicraft/jewelry making etc. and making them to train the other interested students under the guidance of faculty through various forums/cells. Academically good students are also encouraged to teach slow learners.

### **Business Lab:**

The business lab "Ignite" aims to provide practical exposure to students by bridging the gap between academia and industry through its varied range of initiations and activities. It also has an intention to enhance and enrich the skills and entrepreneurship ability among students.

The lab caters to the needs of students by conducting the following activities and programs:

1. Virtual Trading and Stock Mind competition conducted by ICICI, Direct Centre for Financial Learning to enhance and uplift their financial trading skills and how one can individually trade in stock exchange.
2. Mock trading (Stock) Session for all Commerce students.
3. Mock Banking.
4. Collecting specimen copy of various forms of Banks and Memorandum of Association, Articles of Association and Prospectus of Companies.
5. Charts and Business models are prepared and displayed.
6. Magazines are displayed and kept for reference.
7. Interaction with Business Tycoons arranged.
8. Mock interviews, presentations, collage making and debate competitions are conducted.
9. Students are also guided and facilitated to do Mini Projects.
10. Efforts are also made to build research attitude by guiding them to present papers in conference.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
<b>Response:</b> 100	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years											
<b>Response:</b> 2.54											
2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years											
<table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		2017-18	2016-17	2015-16	2014-15	2013-14	2	1	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14							
2	1	0	0	0							
File Description	Document										
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>										
Any additional information	<a href="#">View Document</a>										

2.4.3 Teaching experience per full time teacher in number of years	
<b>Response:</b> 7.34	
2.4.3.1 Total experience of full-time teachers	
Response: 176.21	
File Description	Document
Any additional information	<a href="#">View Document</a>

**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 9.26

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	1	0

**File Description****Document**

Institutional data in prescribed format

[View Document](#)

e-copies of award letters (scanned or soft copy)

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 4.41

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	0	0

**File Description****Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)

Any additional information

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

CIE being an important component of the semester system is considered as very essential to encourage

faculty and students to work systematically towards achieving Vision, Mission and Goals of the institution and Outcomes of a particular course. Accordingly, students are evaluated continuously through the stages of Diagnostic, Formative and Summative Assessment Methods. The subject teachers, class teachers and mentors assess the skills of students at various levels before finally allotting the internal marks based on the frame work of evaluation set by Examination Committee of college and Bangalore University guidelines.

### **Diagnostic Assessment Level:**

At this level, an effort is made to assess the learning ability and knowledge base of the students by classifying them as slow learners and advanced learners mainly based on their performance in previous qualifying exams, after which each department conducts bridge course during regular class hours as per time table and all the students are made mandatorily to attend and post bridge course assessment test is conducted to measure the effectiveness of bridge course and the performance level of students.

### **Formative Assessment:**

It is an ongoing assessment done for all students during the regular teaching hours to give instant feedback to students regarding their learning levels based on learning outcomes measured through various methods. Every teacher applies techniques like Oral Quiz, Group Discussions, Power Point Presentations, Role Plays, Surprise Tests, Verbal Tests, Mini Projects, Case Study Analysis, Work Book Assignments etc., to assess the ability of students in aspects related to the prescribed syllabus. It is also considered for allotting internal marks of students.

### **Summative Assessment:**

At the end of each semester a total of 30 internal marks are allotted to each student based on their Attendance, Assignments and Performance in two Internal Assessment Tests and a Pre-Final Examination conducted during each semester.

The marks and attendance are communicated to the parents during Parent-Teachers meeting.

Apart from the above, 50 marks for their participation in activities, events and competitions conducted by various Forums, Cells and Committees of the college as part of Extra Curricular and Co-Curricular activities as per Bangalore University guidelines.

*Apart from the above, the following Skills are also assessed in the due course.*

- Life Skills
- Thinking Skills
- Social Skills
- Emotional Skills
- Literary and Creative Skills
- Scientific Skills
- Library Skills

Students are also monitored on their attitude towards Teachers, Non-Teaching Staff, Friends and College Programs based on their interaction and participation. A mention of all these assessment is made in

ALMANAC, the Mentor's record.

Laying a constant emphasis on curricular as well as co-curricular activities an effort is made by the faculty to contribute socially responsible citizens to the society.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

As the students come from different Social, Economic and Geographical backgrounds their learning abilities are not same and cannot be measured with same methods and techniques. So, it necessitates the institution to follow different evaluation techniques that effectively facilitate the attainment of final learning goals of students as well as institutional goals.

For the overall development of students and to enable the attainment of Vision, Mission, Goal of College and Outcomes of a particular course, along with the effective curriculum delivery an evaluation system should also be very strong with proper and adequate policy. For which the Institution has a practice of following outcome based teaching and learning through effective policy with respect to evaluation. Regarding this Examination Committee plays a major role along with HODs and IQAC.

Students are evaluated continuously through the stages of Diagnostic, Formative and Summative assessment methods. The Subject Teachers, Class Teachers and Mentors assess the skills of students at various levels before finally allotting the internal marks based on the framework of evaluation set by examination committee and Bangalore University guidelines to make it robust, frequent and with variety.

The information about mechanism of Internal Assessment is as follows;

1. Before commencement of each semester Examination Committee discusses the evaluation process and criteria with Faculty members, HODs and IQAC for the allotment of Internal Marks for Curricular, Co-Curricular and Extra-Curricular activities.

2. Following are the main aspects of continuous evaluation of students at different levels as prescribed by Examination Committee and IQAC.

- Various evaluation techniques applied by Subject Teachers in Classroom such as Assignments, Power Point Presentation, Group Discussions, etc.,
- Performance in Internal Assessment Tests and Pre-Final Examination.
- Attendance and participation in various activities and competitions held under various Forums, Cells and Committees in the institution.



3. The Examination Committee prepares time table for both Internal Assessment Tests and Pre-Final Examination and this is incorporated in Academic Calendar of College.
4. The policy regarding evaluation and its schedule are communicated to stake holders through Public Address System, Circulars, Website and Student Hand Book and also displayed on Notice Board.
5. Students for verifying the marks secured and faculty give oral feedback and suggestions to improve the performance.
6. The marks and attendance are communicated to the parents during parent teachers meeting.
7. To motivate and encourage students the marks and ranks are displayed on the notice boards.
8. The internal marks are also displayed on the notice board prior to the board examination.
9. Any grievance regarding marks provided are received and addressed timely and necessary changes are made through proper channel set out by Examination Committee in this regard.
10. Students' feedback on evaluation is also obtained and considered for improvisation of Evaluation System.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

#### Response:

Mechanism to deal with examination related grievances is transparent, time-bound and efficient.

Examination Committee is set up, consists of Principal as Chief Superintendent, Two Senior Faculty members as Deputy Superintendents and HODs and Office Staff as members to conduct tests and exams and work towards redressing grievance related to evaluation both at College and University level, by giving proper instructions to students.

This is evident through the following two-pronged process.

#### At the College level:

- Examination Committee discusses the criteria for allotment of InternalMarks for Curricular, Co-

curricular and Extra-Curricular activities with faculty members and prepares the schedule of Internal Assessment and Pre-Final Exam in advance and communicates to the students through Website, Circulars, Public Address System and Notice Boards.

- Evaluation process is informed to parents at the time of admission and Parent-Teachers Meeting.
- Seating arrangement is followed even for Internal Assessment Tests and Pre-Final Examination.
- Students and Faculty members are made aware of transparency to be maintained through code of conduct policy framed by Examination Committee.
- Corrected answer scripts are verified randomly by Examination Committee and HODs to ensure standard evaluation process.
- Evaluated answer scripts are distributed to students and marks lists are displayed on Notice Boards.
- In case of grievance regarding Internal Evaluation such as wrong entry of marks, wrong totaling, etc. they are handled by respective subject teachers and HODs at department level as they have initial jurisdiction over complaints regarding CIE.
- If issues are not resolved it is handled by Examination Committee on receipt of letter in this regard from concerned student or faculty and it is recorded in the register maintained for this purpose.
- In emergency situation, it is communicated to the Principal for necessary measures.
- Students can also notify their grievance through Mentors, Class Teachers and Grievance Submission box kept at all floors.

#### At the University level:

- There shall be University Examination at the end of each semester. The Examination Committee arranges for the smooth conduct of these exams.
- In case of any grievance regarding change of name, subject code, results being withheld, etc. requisition is received from students and recorded in the register and a letter from the Principal related to these issues are sent to the Registrar of Evaluation, Bangalore University, immediately.
- After announcement of results, Bangalore University communicates the dates for representation of evaluation related grievances.
- There is provision for obtaining photocopy of evaluated answer scripts and also for revaluation. Prescribed fees and dates are notified and relevant forms issued by the University are made available.
- After receiving duly filled in application forms regarding any evaluation related grievances, it is verified and redressed.
- Once, the University results are announced, cross checking is done by the Examination Committee to ensure no grievances are found. If not, a senior office staff designated as Liaison Officer is sent to University to follow it up with letter from Principal regarding the issue.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

##### Response:

The IQAC plays a vital role in the institution in ensuring that the academic calendar and evaluation schedule are adhered to by each faculty in support and coordination with HODs, Examination Committee and Time Table Committee.

The following mechanism is observed in adhering to the academic calendar for the conduct of CIE in the institution:

#### **Academic Calendar:**

- The institution plans the academic schedule as per Bangalore University academic calendar as follows:
- Before commencement of each semester, a meeting is held to chalk out the academic plan.
- Every department prepares an academic calendar and their action plan according to university curriculum along with co-curricular and extra-curricular activities and submits it to IQAC.
- The coordinators of various committees, forums submit their plan of action of various activities to the IQAC.
- The Examination Committee submits the schedule of internal assessment tests and pre-final examination to IQAC.
- The IQAC prepares the final schedule of activities, curriculum plan and evaluation blueprint in consultation with the HODs, Examination Committee, Time Table Committee and Coordinators of various committees.
- Major events like date of commencement of the class, last working day, schedule for the internal assessment tests, pre-final examination and university exams along with various other activities are reflected in the academic calendar.

#### **Teaching Plan:**

The institution is able to complete the curriculum within the planned time frame by adopting following measures:

- As per the specialization and experience, the subject preferences are collected from faculty and work load is distributed by the HODs in consultation with the Principal and IQAC prior to the commencement of the semester.
- As per the subject allotment master time table is prepared by Time Table Committee. It includes academic subjects prescribed by the university, time table of lab, value added class and meditation class.
- For effective implementation of the curriculum every faculty prepares lesson plan in the prescribed format as per time table and academic calendar and submits it to HODs for verification and approval.

#### **Evaluation Plan:**

- Students are continuously evaluated on the basis of various assignments and activities, competitions under various forums, two internal assessment tests, pre-final examination and attendance throughout the semester.

*Challenges in completing the curriculum within the planned time span and calendar, are set right by the following measures:*

- Use of ICT facilities and other teaching aids in delivery of content as per schedule.
- The work diary is maintained and submitted to the HODs and Principal at the end of each month for verification, thus ensuring that the activities are in accordance with the academic plan and the same is verified by IQAC at the end of the semester.
- Special classes and remedial classes are conducted for slow learners to facilitate them, to perform well in the exams.
- The process of monthly review of students' attendance and updating the parents of their ward's performance is carried out on a regular basis to maintain the process of continuous evaluation.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

### Response:

The POs, PSOs and Cos are stated for all programs offered by institution in accordance with its vision, mission, goal and university specified program/course objectives.

### **B.COM. & BBA**

#### **COs:**

1. Acquaints with basic concepts, tools and techniques of various accounting procedures for different types of businesses.
2. Familiarizes with Structure, Organization and working of financial system in India and Principles of Marketing and Management of Services.
3. Provides basic knowledge of Mathematics, Statistics and Statistical techniques for their applications in Business Decisions.
4. Enable to understand basic concepts of Financial Management, Entrepreneurship, Law and Operations of Banking, Business Regulations, Methods and Practical applications of Auditing, analysis and interpretation of Financial Statements with a view to prepare Management Reports for Decision Making.
5. Expose to various provisions of Taxes in India and enable to understand the process in assessment of individual, firms and companies.
6. Acquaint with Soft Skills for Employability.

**POs:**

1. Creates an ability to apply theoretical knowledge in real life circumstances effectively and to engage in independent and life-long learning.
2. Imparts skills required to Plan, Pursue a Career and empowers with Employability Skills.
3. Makes competent to face challenges in present Global competitive Market.

**PSOs:**

1. Prepares for Profession in the field of Accounting, Auditing, Taxation, Finance, Insurance and Banking with Inter-Disciplinary approach to cater to the needs of Companies.
2. Develops Ethical Managers and Business Philosophers with a focus on Social Responsibility and Ecological Sustainability.
3. Develops Entrepreneurship qualities.
4. Enables to take up higher education to become Business Scientists, Researchers, Consultants and Teachers with core competencies and develops students for competitive examinations.

**BCA**

**COs:**

1. Inception into programming world by giving insights about basics of electronics, Mathematics and programming language.
2. Creates ability to understand the interface between the user and the computer hardware.
3. Develops efficacy to address the intermediate level of operating systems and its applications to develop GUI's and also focuses on linear programming models.
4. Provides to explore advanced level of programming and various phases of software development with architecture and protocols that impart network utilization.
5. Prepares to accumulate knowledge of hacking and its components along with the theoretical foundations in the relevant subject and also enables to design websites.

**POs:**

1. Enhances skills in computers that include latest developments to meet the industry needs.

**PSOs:**

1. Enables to avail data processing jobs.
2. To become software/hardware entrepreneurs.
3. To advertise the technology and its applications in various industries like IT, Academia, research and Government sectors.

**The same are displayed on website and communicated to teachers and students as follows:**

- Through interaction with students at the time of admission, in the orientation program and in class room by respective faculty.

- Throughout the duration of the course in various programs.
- Through university syllabus/course manual.
- Orientation by the Principal and Heads of departments at the beginning of each semester.

By Principal during regular staff meetings, IQAC meetings and by HODs in departmental meetings.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

The institution conducts various curricular and co-curricular activities through the following forums/cells and clubs from all the departments for the attainment of these outcomes:

Commerce and Management forum, Tech Savvy, Placement Cell, Entrepreneurship Development Cell, Equal Opportunity Cell, Enjoy English Club, Cultural Forum, Bhasha Sangama (Language Forum), Eco Club, NSS, Civil Defense and Anandamma Seethamma Centre for Community Concern.

The institution also organizes Orientation Programs, Inter-Collegiate fests, Guest Lectures and students are also encouraged to participate in various events organized by other colleges.

#### *The attainment of each of the POs and PSOs are measured through the following assessment methods and process.*

The POs and PSOs are assessed with the help of Cos of the relevant courses through direct and indirect methods.

#### **Direct methods:**

Direct assessment methods are provided through observation of students' knowledge or skills against measurable Cos.

- The knowledge and skills specified by the course outcomes are mapped to various assignments and activities given by subject teachers, internal assessment tests, pre – final examination and university examination.
- The performance of each student on each course outcome is recorded throughout the semester by each faculty. The same is also monitored by the mentors.

#### **Indirect methods:**

- Indirect assessment methods are based on Student Exit Survey, Trainers Survey and Alumni Survey.

Finally, POs and PSOs are assessed with above mentioned data and attainment level is certified by HODs in support with Examination Committee, Placement Cell and Alumni Association which is again verified and approved by IQAC and Principal.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students

**Response:** 88.57

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 217

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 245

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description**

**Document**

List of project and grant details

[View Document](#)

**3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

The institution has taken initiatives for creation and transfer of knowledge that would enable students to begin a small business at a very basic level. The EDP cell "UNNATI" conducts an Entrepreneurship Mela 'Vinyas' every year, where students sell various products to the public and faculty and make money. Products such as varieties of food, ornaments, paper bags, clothing etc. are sold by the students. The public is invited to the mela and students make good profit in the mela. The institution identifies students who are good at jewellery making and training is provided through them to the other interested students. This training is conducted every year. Interested students are also sent for a training to AWAKE, where they learn to make paper bags and files. These students sell the bags and files they make to the faculty, fellow



students and public.

Self Help Groups (SHGs) are also invited to create awareness on financial services for girl students.

The institution makes a sincere effort to create and transfer knowledge to students and motivate them towards becoming entrepreneurs. . However, the institution does not have an established Incubation Centre.

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 7

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	2	1	1

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

**Response:** Yes

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

**Response:** Yes

File Description	Document
e- copies of the letters of awards	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0.2**3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
7	2	7	5	1

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 1.53**3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
7	15	9	2	0

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4 Extension Activities****3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

The Institution had continuously organised Blood Donation Camps with the intension of creating awareness about the importance of donating blood and encouraging volunteers to donate blood. These camps have contributed around 500 units to Red Cross, Bangalore. It was focused towards creating the social responsibilities among the public, especially to the students towards donation of blood, whenever and wherever it is necessary.

The Institution in association with Rotary Club Bangalore had conducted one-day free eye check-up camp and eye donation camp for the students and the public. Around 100 people from the public were benefited by this program and around 400 students participated in the program.

In order to develop holistic attitude among the students, the Institution has inculcated the practise of making students to regularly visit to specially challenged school and orphanage, Basava Gangotri Old age home and Ashram, an orphanage in Kumbalagudu, Kengeri and Krishna Chaitanya residential school for mentally challenged children. Students assist the children at these places with their academic subjects and organise recreational activities to help them perform better and to share their concerns. Around 70 students in such schools are supported in academics and the institution has received a letter of appreciation from them.

The Institution has adopted a Government Primary School at Sulikere village. As a social responsibility, the institution has taken the initiative to construct 2 wash rooms for girls in the Government school and has received a letter of appreciation for the efforts made by the institution.

Hawkers were trained about the use of digital means of transaction and a demo was given on the applicability of the Pay tm. Around 25 hawkers have got trained.

One-day free Medical Camp in Maralakunte Village in association with MSC, Bangalore Unit was organised and a letter of Appreciation was received for their concern.

As an environmental concern, the Institution creates awareness programs during the Deepavali festival, about the negatives of burning crackers and its impact on environment. School students in the vicinity and public were made aware of these concepts. As a result, it was observed that some of the school children abstained from burning crackers and celebrated a cracker-free Deepavali.

During the Ganesh festival, the Institution creates awareness on the usage of clay Ganesha idols as against the use of coloured Ganesha idols to the school children. Training on clay Ganesha idol making is also provided to students through experts. Students of the institution joyfully celebrated the festival with clay idols that they were trained to make. Children from nearby schools were also invited to make them aware of the benefits of using clay Ganesha.

Along with the BBMP, the institution conducted an awareness program for the public about waste management. As a result, the public have now started segregating waste and have known its benefits. Through a survey conducted, it is noted that 27 houses in Shirke Apartments are following this practice after the survey was conducted.

### **3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years**

**Response: 12**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	1	2	1

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

**3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years**

**Response: 71**

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	20	19	5	18

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Response: 0.77**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	10	9	1	6

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response: 0**

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 14**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs

with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
8	3	2	1	0

<b>File Description</b>	<b>Document</b>
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The institution is well equipped with necessary infrastructure needed for carrying out various activities. However, on a need based approach, the SET management supports the institution to procure the required equipment. The institution has a well maintained campus spread over 2702.87 Sq. Mts. The existing infrastructural facilities are utilized both for conducting theory and practical classes.

- **Classrooms:** The institution has 16 well aired, well-furnished classrooms with good quality furniture and fixtures, green and white boards, public addressing system and CCTV camera, spacious classrooms with LCD Projectors for conducting theory classes. Every classroom has sufficient number of desks, a podium and a pinup board for the students. The college has 8 ICT enabled classrooms.
- **Laboratories:** Two well-fortified and established laboratories. The laboratories have 64 computers with internet connection, 2 projectors, 2 White Boards and a Public Address System. The institution has one Digital Electronics lab with 30 Digital Electronic tool kits. A separate UPS is maintained.
- **Business Lab:** The institution has a Business Lab for the enhancement of practical aspects of Commerce and Management Curriculum for the students with well-defined activities like Stock Exchange, Banking Activities, Virtual Online Trading etc.,. The students are also trained for Financial Education for Young Investors.
- **Computing Equipment:** The institution has 70 computers for the students along with the peripherals such as 7 Printers, 2 Scanners and 1 Xerox Machine.
- **Seminar Halls:** The institution has two ICT enabled seminar halls. One has the capacity of 250 seats and the other is having a capacity of 50 seats. Both the seminar halls are completely air conditioned and well equipped. The seminar halls are utilised for various purposes.
- The college has a vehicle parking lot in the cellar area which is shared with Seshadripuram Independent Pre University College.
- The water supply to the entire college building is through the Rain Water harvesting, bore-well and BBMP water connection.
- Ramp facility is provided at the entrance of the college.
- Lift facility is functional in the college from cellar to 6th floor of the building.
- The teaching, non – teaching staff and students get insurance coverage from New India Assurance insurance company.
- A Govt. Hospital is situated opposite to our college campus. Also there is a private hospital 1KM away from the college. First aid kit is available in the college premises.
- Drinking water facilities are made available to the students/staff through M/s. SLN Enterprises Bangalore.
- An induction stove is made available in the 3rd floor room number 309 for making Coffee/Tea.
- The college campus is equipped with Public Address System to circulate information to staff and students.
- Fire safety equipment is installed in the college premises.
- UPS and Batteries are stored in separate enclosures.

- Generator facility is available with a capacity of 82.5KVA.
- The College Campus is covered under CCTV Surveillance.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities

##### Response:

The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities.

##### EXTRA-CURRICULAR ACTIVITIES

**Sports, outdoor and indoor games :** Yes

The sports room of the college is located at the 6th floor with indoor games facilities like Chess, Carom, and Table Tennis. College Quadrangle which is shared by SIPUC is utilised to play Badminton.

The outdoor games such as Throw ball, Kabbadi, Cricket, Kho- Kho are played in the BBMP ground which is near to the college. The college annual athletic meet is conducted at the UCPE (University College of Physical Education) Grounds.

**Auditorium :** Yes

The institution has ICT enabled large Auditorium to accommodate 1000 Seating Capacity for Cultural and various other activities like Convocation, and other Stage Shows.

**NSS :** Yes

The college NSS unit actively participates in NSS programmes that are affiliated to Bangalore University. The institution's NSS activities are conducted regularly which focus on personality development through community services. Along with the activities regular camps are organised.

450 students are enrolled in the unit among which the membership is sanctioned by the Bangalore University for 50 students.



**Meditation :** Yes

In order to reduce the stress level of both students and faculty members, meditation classes are carried out on regular basis in the college seminar hall. The same is reflected in the regular Time Table.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

**Response:** 58.82

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 10

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 44.44

##### 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
115.00	30.00	30.00	150.00	70.00

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

#### Response:

The Library uses Easylib Software, Version 4.3.4 as part of ILMS. It is very helpful to manage the Circulation of books, Members details entry and Catalogue and Accessioning etc.

Name to the ILMS Software : EASYLIB Software

Name of automation (fully or partially) : Fully

Version : 4.4.2

Year of automation : 2008 to till date

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

#### Response:

Along with textbooks and reference books the library holds exclusive collection of knowledge resources such as

- General and Subject Dictionaries and Encyclopaedias
- Biographies
- Books on Competitive Exams and Personality Development
- Sources on Philosophy and Religion

Literature Books (Both in Kannada and English)

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 1.46

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.72385	1.57054	1.53660	1.69781	1.77774

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 22.85

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 197

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

##### **Institution frequently updates its IT facilities including Wi-Fi**

The frequent updating of the IT infrastructure is planned by the IQAC. According to the requirement of the respective departments, the IT infrastructure is updated.

The institution constantly upgrades the IT infrastructure as follows -

- The institution has a well – equipped computer centre which is equipped with Latest Computers from Lenovo, LCD Monitors, High speed networking equipment and all requisite Hardware / Software so as to impart knowledge in the most hi-tech environment.
- New configuration hardware is constantly added to improve the working efficiency.
- Internet has become a part of our everyday life. From being used in defense purposes by the United States military for communication initially, to being used worldwide for hundreds of thousands of different purposes, internet has come a long way. Especially for students Internet is a great tool to learn and research about their subject area from thousands of articles around the world, besides communicating with experts sitting across the globe for information sharing. So the internet is constantly updated.
- The institute has a Wi Fi campus providing 24x7 internet facility with the bandwidth was 4 MBPS and in the computer lab the internet connection is given using ACT-II fibre net with 75MBPS.

- Strengthening the office computerization system for the benefit of students and staff.
- The spacious classrooms in the Campus provides the most conducive atmosphere for dynamic and focused discussions. The classrooms are equipped with adequate teaching and learning aids like LCD Projectors, Over Head Projectors etc. to provide our students the best of the learning environment and methodology.

#### 4.3.2 Student - Computer ratio

**Response:** 11.97

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** >=50 MBPS

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 54.95

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
101.58	103.39	85.55	80.90	60.09

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Response:**

- Physical Facilities including Laboratories, Class Rooms and Computers are made available to the students. Non salary grants are allocated for the maintenance of Laboratories and Class Rooms as a part of teaching and learning process.
- The facilities such as Class Rooms, Green Boards, LEDs, Furniture are utilised by the students and it is also made available to Government and Non- Government Organisations for conducting Competitive Exams/Recruitment Tests etc. The Maintenance and cleaning of classrooms and Laboratories are carried out utilising the Services of supporting staff. The major maintenance works are entrusted to experts.
- The college has adequate number of Computers with Internet connection and utility software. The maintenance of Computers is carried out on call basis from M/s. Sumitra Computers Sales & Services.
- Drinking water facilities are made available to the students and staff M/s. SLN Enterprises Bangalore supply the water cans on a daily basis.
- The college has a website, which is maintained by M/s. Swaragh Technologies on a yearly basis.
- The college security services are entrusted to STS security services.
- The Construction of Buildings/ Extension etc. are carried out by the Engineering department of the Trust. Whenever urgent Civil works and maintenance works are required, the same are got done through M/s. Manasi Enterprises., Civil Contractor.
- The college has Canteen Facilities for the students and staff which is an outsourced agreement.
- The college has a Diesel Generator set, the maintenance of which is carried out by M/s. Swamy Enterprises.
- The college has CCTV Camera facility which is maintained by M/s. Oriole Electronics Pvt. Ltd.,
- The college has Lift facilities for the use by staff, parents, physically challenged etc. which is maintained by M.s, Johnson Lifts (P) Ltd.,
- The college has Xerox Copier Machine, which is maintained by M/s. Anugraha Agencies.
- The LCDs, LEDs are provided in the Class Rooms, the maintenance of which is covered out by M/s. U.S. Enterprises on call basis.

- The plumbing works of the college are carried out by M/s. Bharathi Engineering works, that are attended to on a call basis. The Electrical Works and Repairs, maintenance etc. are being looked after by a Qualified Electrician appointed by the Trust.
- The library is provided with LAN/WIFI facilities for the Computers, with OPAC and Easy Lib Software.

### Academic and Support Facilities

- The institution has academic and support facilities like Sports, Library, NSS, Civil Defence, NCC etc.
- The college has facilities for Indoor Games such as shuttle badminton, Table Tennis, Carom, Chess etc. The maintenance of Equipment is carried out on a call basis.
- The institution follows the above procedure for repairs and maintenance of Physical facilities. The grievance is identified at the initial level and are orally communicated to the IQAC or the Superintendent followed by which the same is brought in to the notice of the higher authority. Immediately a letter correspondence is carried out to the respective department in the Trust. Later the grievance is addressed by the concerned agency.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 12.01

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
170	125	147	20	10

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 3.88

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
53	40	30	10	18

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>



**5.1.3 Number of capability enhancement and development schemes –**

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years**

**Response:** 100

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
838	795	747	683	697

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 0

#### 5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students benefited by VET	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 36.44

#### 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
133	19	103	96	60

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 14.29

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 37

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 0

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### 5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

#### 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

**Response:** 10

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	2	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

#### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

**Response:**

The key focus of having a Student Council in the institution is to adopt student-centric activities, participatory management which promote inter-personal skills and leadership abilities in the students. This empowers the students in gaining leadership qualities, knowing rules and regulations and improvising their execution skills.

## **IQAC**

Before any program is organized the members of the student council are invited to share their opinion. They are assigned key roles to organize and successfully complete any program. Their feedback is collected to consider further improvisations. Considering the participation of students and their quality performance in various activities recognitions and rewards are given at the end of the academic year. Students contribute in enhancing networking with industry and other professionals thereby bridging the gap between industry and academia.

### ***Anti-ragging***

Representative students help in creating awareness regarding Anti-Ragging among students through various anti-ragging films (A short film on fight against ragging). Students have displayed anti-ragging boards inside the college and canteen to prevent ragging. Every year students get registered in Anti-Ragging websites and submit the affidavits to the representatives.

### ***Student Grievance Redressal***

Grievances of students related to academics, examination, issue of documents, identity cards and library cards etc. are redressed through grievance redressal mechanism in which student representatives are also participants.

### ***Prevention of Sexual Harassment Cell***

Safety and Security is an essential element, towards which this Cell hears and decides grievances of women about sexual harassment at college and frames the rules relating to complaints and grievances of women.

### ***Magazine***

The institution publishes Annual magazine with the help of students. The college has design (Wall magazine) to display students' poems, drawings, sketches, articles etc. Quality and content of the publication as well as content displayed on wall magazine are continuously assessed by representative students.

### ***Sports and Cultural Committee***

Organization, planning and execution of sports and cultural activities are done by students with faculty in-

charge.

### ***Placement***

Interview information dissemination, Coordination, records, activities, Job drives are supported by the student representatives for a smooth flow of placement activities.

### ***ComMent Forum***

Commerce and Management Forum conducts all its activities through the representatives. Planning, organizing, execution and report of the same.

### ***Tech Savvy***

Technical team of our students represent the technical activities of our college.

Other forums/committees/cells like NSS, Civil Defence, Youth Red Cross, Student Welfare, Women Empowerment Cell, Prevention of Sexual Harassment, Anti-Ragging, Grievance Redressal Cell, Equal Opportunity Cell, Entrepreneurship Development Cell, Mentoring, Counselling, Alumni Association (Samsmarane), VivekaVikasa Forum, Gandhian and Ambedkar Study Centre, Eco-club, Exam Committee, Asmithe, Enjoy English Club, also have student representatives to perform respective committee activities.

### **5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year**

**Response: 24.2**

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
27	25	23	24	22

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

#### Response:

**ALUMNI REGISTRATION IS IN PROCESS.** However, The Institution has an active Alumni Association “Samsmarane” established in the year 2009. The institution rests on the rich history of the student’s success and glory. Association regularly meets and interacts with the Management, Teaching and Students. It is essential for the development of the institution. The Alumni Organizes workshop/personality development sessions to motivate students regarding societal behaviour and career aspirations. Alumni have also contributed for new enrolments of the students.

#### Alumni Benefits for Students:

- Aviation Classes
- Personality Development Program
- Career Guidance
- Industry Institute Interaction by Alumni
- Mentoring to the existing students
- Placement assistance for the career growth
- Project Assistance for final year students (BCA/BBA)
- Internship Assistance for final year students (B. Com)
- Training sessions on competitive examinations

The alumni are invited for various occasions and their suggestions are considered. Alumni day is celebrated and their achievements are recognized.

The Institution’s Alumni Association also maintains a separate page in social medias viz. Facebook and WhatsApp groups to have continuous interactions. Every year Alumni are invited as Event Judges for Inter-Collegiate State Level Fest, College Day function also the alumni’s are invited for programmes like Fest, Annual Day, and Annual Sports Meet and also for National festivals etc.

#### Alumni Objectives:

1. To bring together students of SABS in every area to act as their representative and coordinate, synchronize and promote their interest in all matters.
2. To ensure the experience, wisdom ability of alumni to share to their institution students.

3. To guide about sports for the students of SABS.
4. To make the students career oriented and attain international standard and by sheer professionalism.

#### 5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** 1 Lakh - 3 Lakhs

File Description	Document
Any additional information	<a href="#">View Document</a>
Alumni association audited statements	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

**Response:** 5

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>



## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

**Vision:** To impart that education that would empower every individual to grow as a nation builder in all domains of life.

**Mission:** To inculcate humanitarian values, build professional prudence, inquisitiveness and create a drive for learning through essential motivation.

**Goal:** To dawn as an acclaimed educational bastion that will uphold the society.

**Quality Policy:** To strive for holistic development through meticulous planning and its implementation with a view to contribute socially responsible citizens.

##### Nature of Governance:

The Institution functions under the patronage of the Seshadripuram Educational Trust (SET) for the smooth conduct of the administrative and academic activities. Every Institution that comes under the umbrella of SET, has a Governing Council (GC), comprising the members of the Trust along with the college Principal and two staff representatives. The GC members meet once in every semester, to ensure effective implementation of the strategic plans to be deployed for the betterment of the Institution. The plans of the IQAC are approved by the GC.

The Principal along with the IQAC and the Heads of various departments plans the academic calendar to be implemented for the year, well in advance. Along with academics, thrust is given to imbibe leadership skills and build humanitarian values in students in accordance with our vision and mission through various curricular and extra-curricular activities. Various committees are formed at the beginning of each academic year, where the staff are made in charges and students are taken as members. The committee heads along with the student coordinators plan the activities of their respective committees for the year. Committees like Placement Cell, VivekaVikasa Forum, Ambedkar Study Centre, Gandhian Studies, Enjoy English Club, Tech Savvy, Cultural Committee and Asmithe are vibrant with activities throughout the year. The activities conducted through these committees lay emphasis on building various skills in students such as Communication Skills, Leadership abilities, Team Managing Skills in all skills that are essential for a student to establish himself/herself in a globally competent world. Through the forums like VivekaVikasa, Ambedkar Study Centre, Gandhian Studies, activities like quiz, poster making, debates etc. are conducted to permeate the ideologies of these great visionaries among the students. The activities of Asmithe evoke a sense of social responsibility in students. They visit orphanages and schools and conduct activities for the welfare of local community. Activities such as visit to cancer hospital, free eye check-up camp, conducting surveys for environmental awareness such as celebration of cracker-free Diwali, use of clay Ganesha etc. make the students not only self-aware but also socially responsible.

The staff of Seshadripuram Academy of Business Studies, spare no effort to motivate students. They accompany the students and facilitate the effective conduct of the planned activities. In all, the planning of the Institution is foregrounded on the holistic development of students in order to contribute socially responsible citizens.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

The Institution endorses participatory approach. The decentralization process of the Institution, are disseminated to the leaders at various levels. The hierarchy of power dissemination is as shown above in the flow chart.

#### The Governing Council:

Comprises of the members of the Trust, the Principal and two Staff representatives.

The Governing Council has a vital role in various segments of college affairs. The minutes of the meetings of the IQAC are approved by the Governing Council and the same is communicated to the concerned stake holders.

#### The Principal

The Principal meets the Heads of various departments and the committee coordinators regularly. Various issues pertaining to academics, curricular, co-curricular and extra-curricular activities, students' indulgence in various forums, students' progress, placement activities and training, research and innovation facilities, alumni interactions etc. are looked into in the meetings.

#### Internal Quality Assurance Cell:

The IQAC stands as a pillar to ensure quality in every activity of the Institution. The IQAC members along with the Head of the Institution chalk out plans before the start of every academic year and see through its successful implementation across the year. The minutes of the IQAC meetings are approved by the Governing council and then brought to implementation. The IQAC stands by every Department and Committee to ensure successful implementation of planned activities. The IQAC mandates a code of conduct for the students and staff to maintain quality in academics and administrative matters.

#### Head of the Department:

- The HODs of various departments actively participate in making copious set of decisions. The Heads of the departments hold meetings with the department members to plan the calendar of events and distribute the work accordingly.

- Completion of syllabus is strictly communicated to the teachers by the respective Heads of the Departments.
- The Heads of the Departments keep track of the planned activities and see through its implementation.

**Faculty:**

- Provide academic support to students by keeping themselves up to date with the latest information pertaining to their discipline.
- Adhere to the plan of action suggested by the department head.
- Assist in admissions and promotional activities.
- Play a role of a friend, philosopher and guide to students by motivating them and standing by them whenever required.

**Committee Coordinators:**

- See through the implementation of the planned activities, seeking students' support and facilitating them to carry out the activities.

**Students:**

- Class representatives are elected to disseminate information to all the students of the class.
- Student coordinators are formed for various committees. They are facilitated by the faculty coordinators to take up initiatives and carry forward the programs of the committees.

The Institution strongly believes in a work-friendly environment by providing necessary amenities for the working community. Teachers and students are vibrantly motivated to take part in different sets of co-curricular and extra-curricular activities to make the institution dawn as an acclaimed educational bastion that will uphold the society, in accordance with the goal of the institution.

File Description	Document
Any additional information	<a href="#">View Document</a>

**6.2 Strategy Development and Deployment****6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution****Response:**

The Institution constantly emphasises on meeting the requirements of the Higher Education with a focus on social concern. In this regard, the Institution is committed and conducts various activities in accordance to its vision, mission statement and quality policy.

The Institution has a perspective plan grounded on feedback from the stakeholders, dynamics of the society, suggestions from the Governing Council and review mechanism for functional accomplishments.

The strategic plan is formulated based on the process as shown in the diagram below.

### **What?**

- The strategic plan of the institution lays emphasis on the following:
- Engaging research mind-set among faculty members and students.
- Accelerating the optimum use of technology in teaching learning process and in administrative work.
- To dedicate time for community oriented services.
- Creating awareness among students to imbibe moral values, skill enhancing by increasing activities like add-on courses, value added courses, internship etc., in association with various organizations.
- The Institution abets on promoting the strategic plan and deployment mode of culture. The Institution has got recognition in the neighbourhood locality in the pursuit of breakthrough goals such as teaching, overhauling the students' progression, and services to the community. These cardinal values have made the Institution a landmark in the populace of the nearby society. The list of activities that must be conducted is planned before the commencement of the academic year by the Principal along with the IQAC and the Heads of various departments.

### **Core activities**

- High quality transcendent academic manifestation
- Empower students to endure the real world challenges
- The ideal to foster creativity, innovation, focus on diversity, ethical and civic responsibilities

### **Facilitators**

The Principal and the IQAC initiate the core activities for the academic year. These components are communicated to the Heads of the departments and committee coordinators for the effective delivery of curricular and co-curricular activities.

### **How?**

A meeting is adjourned by the Principal before the start of each academic year to plan the activities, to be implemented across the year. Accordingly, a department wise and a committee wise calendar is prepared by each department/committee and submitted to the IQAC. In consultation with the Bangalore University's calendar of events and the calendar submitted by the departments, the IQAC consolidates the institutional calendar of events. The IQAC keeps a strict vigil to see through the implementation of the planned calendar of events.

### **Why?**

Quality being the primary concern of the institution, it becomes essential to maintain quality in every aspect of the institution, be it in academic or administrative matters. To meet the standards of Higher education and to sustain in the globally competent world, the institution lays a significant thrust on formulating a well-planned strategic plan to be implemented. This practice is inclined towards the vision, mission, goal and quality policy of the institution that focus on the holistic development of students.

File Description	Document
Any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### **6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

#### **Response:**

#### **SESHADRIPURAM EDUCATIONAL TRUST:**

The Office bearers of the Seshadripuram Educational Trust (SET) have all the authority and responsibility for the happenings within the SET group of Institutions. SET gives directions for overall enhancement and enrichment of the Institution. The trust gives instruction / guidelines through the Governing Council of the college involving Management representatives, University representatives, Principal and two senior faculties.

The Management/Governing Council is responsible for articulating policies and procedures, rules and regulations pertaining to planning, administration, financial policy, fee structure, recruitment process and other promotional processes. It is in the responsible position for all the decisions related to the Institution by reviewing regular implementation of the planned activities through its regular meetings.

#### **Principal:**

The Principal plays a vital role in implementation of Guidelines, instruction, planning and other academic and administrative aspects which is administered by the Governing Council. Principal along with the IQAC, HODs, committee coordinators and Administrative staff focusses on the day-to- day activities of the institution, giving prime importance to quality. The following committees are in action regularly in the institution.

- Eco-Club: Green Machine
- NSS
- NCC
- ComMent forum-VanjiyaSumyojane
- Community Orientation Cell-Asmithe
- Women Empowerment Cell- Swavalambini
- Language forum-Bashasangama
- Enjoy English Club
- Tech savvy Forum
- Placement Cell
- Prevention of Anti-sexual Harassment cell
- Anti-ragging cell

- Sports Committee
- Mentoring cell and other auxiliary committees.

The Institution ascertains that every faculty involve in their respective committee works along with involving student representatives and guiding them to implement the plan of action.

### **Grievance Redressal Mechanism**

The Institution, being keenly aware of the sensitive issues, that might crop up, has a Grievance redressal cell that follows a mechanism to redress any issues when they occur. The Grievance redressal cell looks into the complaints lodged by any student or staff to judge its merits and de-merits. The cell is constituted with the Principal as the head, along with other senior faculty members to look in to concerns, if any.

If students have any grievances, they communicate the same to the Grievance Redressal Cell Coordinator, who later takes up the issue in presence of the Principal and other committee members. The issues are escalated to the concerned departments and are sorted out within 7 to 30 working days depending on the severity of the issue. To maintain confidentiality, an online grievance form is also made available to students apart from the option of dropping their grievances in the suggestion box. The Principal takes care to see to that the grievances are redressed in time.

When staff have grievances related to academic or administrative issues, it is brought to the notice of the Grievance Redressal Cell Coordinator who brings the same to the notice of the Principal and tries to resolve the same at the earliest. If they have any grievances personally, in issues that require confidentiality, the staff meet the Principal in person. The Principal puts in his best efforts to resolve the staff related issues. However, in extreme cases, the issues are escalated to the trust.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### **6.2.3 Implementation of e-governance in areas of operation**

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

**A. All 5 of the above**

**B. Any 4 of the above**

**C. Any 3 of the above**

**D. Any 2 of the above**

**Response:** C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### **6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

**Response:**

As the Institution's motto is "Dedicated to Excel", the Institution creates a challenging and dynamic atmosphere to meet the contemporary requirements. With this intention, the Institution creates a platform to all the students from various committees. To monitor all the functional activities, the various committees in the Institution hold regular meetings with relevant agenda followed by maintaining minutes of the Meeting, resolutions and its implementation process.

The committees which showcase the effectiveness and efficiency to reach the Institutional Goal and quality policy are the IQAC, Mentoring Cell, Women Empowerment Cell, Asmithe-Community orientation cell, NSS, NCC, Civil defence, Students Grievance Redressal cell, Eco-club, Commerce and Management forum, Tech-savvy forum, VivekaVikasa forum, Anti-ragging cell, Prevention of Anti-sexual Harassment cell, Gandhian study centre, Ambedkar study centre, Placement cell, Alumni association, Sports committee, Cultural Committee, BashaSangama, Enjoy English Club and Examination Committee. These committees put in their best efforts for the holistic development of students.

The IQAC of the college strives to maintain the best quality in all the activities of the college. With its meticulous planning, the IQAC ensures successful completion of the events planned for the academic year. Issues concerning quality in accordance with various disciplines are constantly monitored to ensure the best results. Quality focused Training Programmes are conducted for both staff and students. The Vision, Mission, Goal and the Quality Policy of the Institution are considered and programmes are structured accordingly to suit the needs of all the stake holders.

Placement Cell that works in collaboration with the other departments of the college, serves to bridge the gap between the academic and corporate worlds and fulfil the human resource requirements of business organizations. The Placement Cell organizes workshops, training programs, seminars, guest lectures, industrial tours and job fairs for our students. Students are trained to attend interviews confidently by building their interpersonal skills. To instil the feel that "*We are now here instead of we are nowhere*" is the key concern of the Placement Cell.

**The effectiveness of different committees is showcased through various activities conducted by the**

**Institution. One such instance is given below:**

The Placement Cell is vibrant all through the year. The students are taken through various training procedures. The cell conducts value addition programs that focus on enhancing the employability skills of the students. The value added classes are a part of the regular time table. The classes are spread across from the first to the sixth semester. External trainers are hired, who train the students on a syllabus that is formed by the value added training providers in consultation with the faculty of the college. The syllabus is designed to improve communication and analytical skills among students. The Placement Cell also conducts activities like Group Discussions, Product Launch, Mock Interviews, etc. which gives confidence to students to face interviews.

The Placement Cell invites reputed companies to college and also sends the students to other colleges for pool campus.

As a result, the institution has seen a progression in the number of placements.

File Description	Document
Any additional information	<a href="#">View Document</a>

**6.3 Faculty Empowerment Strategies****6.3.1 The institution has effective welfare measures for teaching and non-teaching staff****Response:**

The trust encourages teachers to acquire higher qualification like M.Phil. and Ph.D., publish research papers and present papers at National and International Seminars.

The Trust provides Free School Education to one child of each of the serving Staff.

The Trust has evolved its own pay bands. The pay bands for Teaching and Non-teaching staff are revised from time to time in keeping with the finances of the trust.

- Employees drawing salaries up to Rs.15,000 are covered under the Provisions of the Employees State Insurance Act (ESI). Employees who draw salaries more than Rs. 15,000 are covered under the Health Insurance Policy with New India Assurance Company Limited.

All statutory compliances are promptly made including filing of up-to-date Returns with the Registrar of Societies, Bengaluru District.

The employees of this Institution receive the benefit of many welfare schemes:

- Medi-claim benefits to the extent of Rs 1.0 lakh.
- Provident Fund /ESI (for staff drawing less than 15,000/)
- Maternity benefit of 135 days, beyond statutory limits: 14 beneficiaries in last 5 years



- Leave Encashment, CL and EL.
- Higher Education Allowance on completion of M. Phil/ Ph. D/and qualifying for NET/ SLET
- Gratuity for staff with over 5 years' experience.
- In-House medical facilities and health check-ups.
- Reimbursement of registration fees and travel expenses for faculty participating and presenting papers at conferences, seminars, FDPs, etc.
- Felicitation and provision of financial benefit of Rs. 50,000/ upon superannuation.
- A unique feature of Trust is the Annual Get-together of Staff and Management "SnehaSammilana". Staff retired during the previous year are honored and recognized for their services in this occasion.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 30.96

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	6	8	2	5

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 4.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	5	3	3	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

**Response:** 65.86

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	10	13	14	20

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

**Response:**

To evaluate the work done by teaching and non-teaching staff, performance appraisal will be set at different level such as: Self-appraisal, appraisal from Principal and Management.

Self-appraisal is made on delivery of the curriculum, teaching methodology and effective deployment of their roles and responsibilities which is submitted by the staff to the head of the Institution. The updated annual academic profile along with feedback of students on teaching methodology, subject knowledge, time management and approachability are maintained. Research and other academic activities as well as initiative in taking on accountabilities of extra-curricular and co-curricular activities are considered.

Self-appraisal is done after evaluating the performance of the employee. This evaluation involves asking the employee to self-evaluate her/his job performance. Typically, before the meeting with the employee, the head of the Institution asks the employee to complete the evaluation form on their own. This form will indeed be used as the basis of discussion during the annual performance review meeting. Further, the head

of the Institution and the employee will sit through the meeting and evaluate the form to discuss about the appraisal results, and negotiate the final evaluations based on the perceptions of reviewed by the head of the Institution.

Non-teaching staff performance appraisal is prominent for quality enhancement. Feedback on non-teaching staff is collected from stakeholders like teaching faculty and students. This feedback is then reviewed by the Principal.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Yes, the Institution conducts internal and external audits regularly for smooth functioning of the Institution. All accounts are audited and certified by qualified auditors appointed by the Trust. The audited reports are submitted to the management. There have been some evidential objections in the audited reports as submitted by the auditors till the latest audit. Day to day accounts are maintained in Tally ERP. Bi-annual internal audit is conducted by the auditors of the trust. Institution is bound with internal audit mechanisms such as:

- Vouching of receipts and postings to ledger, TDS deductions, and payments.
- Scrutiny of scholarship disbursement register
- Preparation of receipts and payments.
- Submission of Audit report.

Half yearly audit is conducted by the external auditor's M/S. Cherian Mathews and Associates. The Institutional mechanism for external audit is:

- Thorough scrutiny of payments and receipts
- Verification by head of accounts in the Tally ERP
- Capital expenditure verification with bills, quotations received and comparative statements.
- The finalization of Balance Sheet by external auditors after examination of books of accounts.

File Description	Document
Any additional information	<a href="#">View Document</a>

**6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)****Response:** 0.28

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.06	0.20	0.015	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources****Response:**

The Institution is a self-financing Institution, the major source of receipts come from fee collection. The funds are coped most sensibly and the surplus is worked back for future expansion and development.

Since the financial resources available are utilised with proper planning and budgeting, there is no deficit of funds. A healthy reserve in funds is maintained.

The Institution prepares the budget at the beginning of the academic year. Later it is discussed in the Governing Council meeting for the approval. The budget is apportioned as per the requirements provided by the different heads/committee coordinators that are related to the Institutional activities. The budget is sanctioned for the activities like cultural, sports, Departmental activities etc. by prior submission of proposed plan of action for the academic year. Proper bills/voucher-receipts are maintained and submitted for auditing. The expenditures are strictly monitored and reviewed by the Management Accountants.

File Description	Document
Any additional information	<a href="#">View Document</a>

**6.5 Internal Quality Assurance System****6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the**

## quality assurance strategies and processes

### Response:

The IQAC plays a key role in formulating plans and strategies in consultation with Heads of Departments, Committee / Forum Coordinators and Administrative Superintendent. The IQAC is closely involved in all aspects of planning and regular monitoring to ensure that policies are properly implemented. The IQAC prepares the schedule of activities, teaching plan and evaluation blueprint in consultation with the HODs, Coordinators of various Forums. In case of unanticipated situations, the IQAC works along with the departments to accommodate obligatory alterations.

Each forum prepares a Calendar of Events which is presented to the IQAC at the beginning of the semester and incorporated after discussion and approval, into the Institutional Calendar.

Infrastructure requirements are identified by the IQAC and placed before the Governing Council for the need analysis, approval and subsequent implementation every academic year.

The IQAC undertakes Academic and Administrative Audit internally by keeping track of curriculum delivery online, undertaking comprehensive result analysis and feedback, reviewing programmes conducted. Gaps in quality are identified and addressed through the perspective plan.

Completion of syllabus is checked through the lesson plan, work diary and other reports like Teaching methodologies, ICT etc.

- Internal assessment test and Pre-final examination is conducted by the Institution to know the effectiveness of academic improvement of the students.
- Regular department meetings are conducted to monitor and review teaching- learning.
- Subject wise, class wise result analysis is done after every semester examination results and it is communicated to the faculty to motivate them to take necessary measures.
- Students' feedback on teachers is collected same is shared with the faculty.

The IQAC understands the significance of making a vibrant system focused on consistently improving the teaching -learning process in the Institution, making it more student-centric and in observance with improvements in academic practices and changing demands in the higher education scenario.

The IQAC assembles the contributions grouped from employers and its stakeholders and after wide discussions, takes necessary remedial measures as well as steps to implement productive suggestions. At the end of the academic session, all Heads of Departments and Coordinators are required to present a report before the Staff Meeting and must also submit a detailed report along with proper documentation to the IQAC.

The two best practices followed by the IQAC are as mentioned below:

*AAA (Academic Administrative Audit)*

*Faculty Development Programme*

Faculty Development has been of prime concern to the IQAC. The IQAC plans various programmes for faculty development, which would enable the faculty to improvise their skills which in turn, they can apply in their pedagogical methods.

The Institution has been arranging FDPs, Workshops, Conferences and Seminars on a regular basis. Eminent Resource persons are invited to share their knowledge with the faculty. Topics related to the latest developments in various fields are chosen for discussions.

The faculty are also encouraged to attend FDPs conducted by other Institutions.

The registration fee is borne by the Institution. Faculties from other Institutions are also invited to participate in the FDPs hosted by the Institution.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### **6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

#### **Response:**

The IQAC periodically reviews the teaching methodologies to ensure quality teaching. The IQAC takes initiatives to implement innovative methods in teaching and to facilitate the faculty to update their knowledge. The following are some of the strategies implemented by the IQAC to ensure quality in teaching:

- There is a written code of conduct for both the teachers and students.
- Subject allotment is done at the beginning of the academic year, by the Principal in consultation with the IQAC and the Heads of various departments. Following this the faculty prepare the lesson plan and the methodologies which they will use to impart their respective curriculum.
- The IQAC mandates the examination committee to conduct two unit tests and one preparatory exam during the semester.
- Assignments are given to improvise the skills of students.
- Bridge Course is conducted in the beginning of the academic year. Remedial classes are conducted for slow learners.
- The mentor system practised in the Institution enables to keep a constant check on students.
- The IQAC conducts various activities for the faculty. Faculty Development Programs are conducted regularly, based on the topics of current relevance. The Institution provides financial support to encourage faculty to attend seminars, conferences and present papers. The Wi-Fi enabled infrastructure is also made use by the faculty to enrich their knowledge.

Two examples of Institutional reviews and implementation of teaching learning reforms facilitated by the

IQAC:

### 1. Mentor System

The Mentor System is followed to ensure the holistic development of students. Each faculty is assigned 25 to 30 mentees, whom they meet on a notified date and time. 'ALMANAC'? Mentor's Record for every student is maintained. The mentors counsel the students based on their performance and provide solutions to problems, if any. Efforts are made to motivate the students to perform better. Care is taken to encourage students towards participation in various activities of the college. A report on the meeting is made by every mentor and submitted to the Principal. Complaints and suggestions made through the mentor mentee meetings are attended to by the Principal in consultation with the IQAC. For example, study hours for students was suggested by the IQAC, where peer teaching is focussed. Slow learners are divided into groups and advanced learners are made to teach the concepts to the slow learners.

### 2. Case Studies

The IQAC initiated the use of Case Study Method in teaching. This helps the students to understand the contexts better as students are made aware of real situations. It also improves their analytical skills and sets them to think out of the box to apply the concepts that they have learnt through case study in their real life scenario.

Portraying the roles of the cases taken up for study, the students are made to re-create the scenario. This has many advantages like building team spirit, improving communication skills, helping the students to get rid of stage fear and also galvanizes the creative thinking among students.

#### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 2.4

##### 6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	2	2	2

#### File Description

#### Document

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)

IQAC link

[View Document](#)

#### 6.5.4 Quality assurance initiatives of the institution include:

**1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual**

**Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**

2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

**6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)****Response:**

The IQAC makes an effort to create an effective system to engage systematic, effective and challenging teaching-learning process in the Institution, particularly through use of technology. There is an increasing effort on developing student-centric approaches in learning through activities ranging from student presentations and seminars to case study analyses to meaningful study tours to industries and regulatory bodies. The Institution promotes ICT-enabled teaching and provides the necessary infrastructure. There has been a remarkable increase in the number of students participating at the State, National and International Level Sports Competitions and the number of students receiving the Sports Scholarships have increased. Students receiving academic scholarships, through the Trust and various Government and Non-government schemes have conspicuously increased. The number of Add on courses have been increased to strengthen the skills of students. Student-Teacher ratio has improvised. The infrastructure facilities in the Institution have been developed across the years. 3 computers were replaced from p4 to I7.

File Description	Document
Any additional information	<a href="#">View Document</a>



NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 38

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	7	12	7	3

#### File Description

#### Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

##### a) Safety & Security

The Institution gives high priority towards safety and security of girls. The institution has a 24/7 CCTV coverage which ensures safety and security with well-maintained security systems.

The institution has a Grievance Redressal Cell to redress the concerns of students, be it related to academics or personal. Women related issues are handled with greater confidentiality. The Grievance Redressal cell comprises the Head of the Institution, Convener of the cell and a few faculty members, who strive towards resolving the issues, if any. The Cell in association with the Anti-ragging cell and the Prevention of Sexual Harassment Cell organizes programs to encourage women to fight against any kind of injustice and to develop self-defense. The institution also has a toll-free number **18001805522**, which students may access anytime. The faculty members also take turns in going round the campus during their leisure time to ensure safety in the premises of the institution. Being highly concerned about the health of its students, the institution has an association with the Government hospital, located opposite to the institution in order to address any primary and emergency health issues. The Institution provides Medical

insurance to students.

### b) Counselling.

Deciding what to do. Feeling stuck and uncertain is common when people are having difficulty determining alternatives. Usually, there is more than one choice in how to behave. Counsellors are adept at helping people uncover and discover options and benefit from talking to someone about when to “come out” to family or friends, and how to do it. In order to address such issues, the Institution has a separate Counselling Cell “SPANDANA”, where there are trained counsellors to counsel the students. The Cell aims in providing psychological support and helps in academic improvisation for the holistic development of the students. It focuses on enabling the students to build a right attitude towards their lives. For instance, girl students who face difficulty in their studies and families are counselled and are given suggestions to overcome from such situations. Girls who face health related issues are guided on their regular food habits and health related issues. Institution also conducts activities related to health and adolescent issues to create an awareness. Some problems related to study habits, social behavior, phobia related to examination, anxiety and depression, lack of confidence, time management for study purposes, concentration problem, etc. are addressed by the members of Spandana, who are trained by certified counsellors. Girls who are already married and pursuing their graduation, are counselled to continue their studies and higher education. They are advised to have balanced life style to focus on both family and career. Counsellors are skilled at helping people understand themselves and their feelings.

### c) Common Room.

The institution has separate common room for girls. Students can utilize the facilities made available such as separate medical kits which consists of First Aid Box, glucose and sanitary napkins. There are three female attendants who ensure safety of girls and also maintain cleanliness in the girls’ common room.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

**7.1.4 Percentage of annual lighting power requirements met through LED bulbs****Response:** 0

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

7.1.4.2 Annual lighting power requirement (in KWH)

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

**7.1.5 Waste Management steps including:**

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

**Response:**

The primary intention of waste management is reducing and eliminating adverse impacts of waste materials on human health and environment to support superior quality of life.

**Solid Waste Management** –The institutional solid waste is disposed systematically through an association with ITC for paper wastes. Other solid wastes are disposed through BBMP personnel twice every week.

**E-Wastes Management**– The Policy in this aspect is to reduce, reuse and disposal of the electronic devices.

Reduction of E-Wastes is due to installation of upgradable type of instruments.

Recovery and reuse of functional parts of electrical and electronic instruments are repaired and reused.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**7.1.6 Rain water harvesting structures and utilization in the campus****Response:**

The institution utilizes rain water without letting it to go waste by making use of a well –structured Rain water harvesting system, that is approved by the BWSSB. The institution has a small check bund to store rain water. The collected rain water is used for domestic purposes

With this intention, there exists rain water harvesting in our institution. Our premises have well-structured system of Rain Water Harvesting. The water flows through two channels which has filters inserted and gets accumulated in a tank with storage capacitor of 30,000 litres. The Water collected through rain water harvesting is utilized for domestic purposes like cleaning the premises, rest rooms, gardening etc., and is also maintained and managed properly.

The rain water harvesting system has maintained the consumption of water level of the institution. Rain water harvesting promotes self-sufficiency, and satisfies the ever-increasing demand for water.

Rain water being relatively free from impurities, well designed rain water harvesting systems with clean catchments and storage tanks supported by good hygiene at the point of use is offered for drinking with very low health risk.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### Response:

Green Practices

Green practices followed by both the faculty members and the students in the campus are:

a) **Bicycles** – The students residing nearby are encouraged to come by bicycles.

b) **Public Transport** –

*Students* - Out of Total number of students 70% of our students come by bus, 10% of students stay nearby our institution. 2% of our students come by train.

*Staff* – 40% of our staff come by bus and train. The faculty members and students are encouraged to use public transport for safety, security and fuel conservation purposes.

c) **Pedestrian Friendly Roads** - NA

- *Plastic free Campus – Institution has taken few initiatives in reducing the usage of plastics:*

- Display board in the premises denying usage of plastics in the campus.
- Encouraging the usage of paper bags and Jute bags. On all the occasions, jute bags are used instead of plastic bags.
- In Office and staff rooms jute bags are kept to bring any stationeries, materials, food etc., to the institute.
- Even in canteen usage of steel plates/leaf plates and steel cups, glass cups or paper cups are mandatory.

- *Paperless office:*

*Institution has taken few initiatives to reduce the paper usage.*

- The internal communication is done through Public Address system, which has reduced usage of papers for Circulars and any other information.
- Printers are set by default for 2-sided printing, one sided papers are used for other activities.
- Using Google Docs/forms for feedback collection, electives selection, student information collection etc.

- Green landscape with trees and plants - NA

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

**7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**

**Response:** 14

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	2	3	2

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

**Response:** 29

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	6	2	8	6

File Description	Document
Report of the event	<a href="#">View Document</a>

#### 7.1.12

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

#### 7.1.13 Display of core values in the institution and on its website

**Response:** Yes

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**



**Response: Yes**

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response: Yes**

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response: Yes**

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response: 50**

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	14	11	6	5

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

#### Response:

Yes, The Institution organizes and celebrates national festivals, Birth and Death Anniversaries of the great Indian Personalities.

Independence Day on 15th Aug and Republic Day on 26th January is celebrated under the leadership of head of the institutions. For the celebration, renowned personalities are invited to address the gathering. On 15th Independence Day, the guests focus on the Pre-Independent and Post-Independent situations and guide the students towards developing the nation and make India a strong nation. On Republic day, the guests speak about the constitution of India. Students are guided on rights and awareness is created about the fundamental duties towards the nation.

**On 5th Sep** the institution celebrate Teachers Day to mark the birth anniversary of Dr. Sarvappalli Radhakrishnan. Teacher's day is celebrated to honor the teachers for their contribution to student's lives. It is also the birthday of Sarvapalli Radhakrishnan, who was the first Vice President and second President of Independent India. To remark the contribution of teachers in student's life, the students organize the celebration, thanking to the teachers, remembering their teachers and role models. During the celebration, students organize the activities for teachers and extend their gratitude.

**October 2** is celebrated as Gandhi Jayanti and as the International Day of non-violence worldwide. The day is to commemorate his birth as well as to celebrate his life that serves as a guiding path for several people in India and across the world.

Ambedkar Jayanti is celebrated on **April 14th** every year in various cities across the country, as the day marks the birth of the Father of Indian Constitution Dr Bhimrao Ambedkar. Ambedkar Study Center in the institution celebrates the day by conducting various competition based on our Indian Constitution.

**Martyrs Day (Sarvodaya Day or Shaheed Diwas) in India** - Martyrs day in the institution is celebrated to pay homage to the victims who fought for the freedom, welfare and progress of the India and sacrificed their lives. It is celebrated every year on 30th of January. Mahatma Gandhi (Bapu) was assassinated in the year 1948 before the sunset during the evening prayers. He was a great freedom fighter of the India and counted as the greatest amongst the lakhs and lakhs of martyrs. The Gandhian Study Centre in association with NSS organizes the event to pay tribute to all our freedom fighters.

**Youth Day** –National **Youth Day** is celebrated on 12 January on the birthday of Swami Vivekananda. In 1984 the Government of **India** declared the **day** as the National **Youth Day** and every year the institution organizes a session on the account of National Youth Day. Viveka Study Centre in association with Ramakrishna Math organizes Rally, visit to Ramakrishna Maths, Essay Competition etc., on account of

National Youth Day. Youth Saptaha is also conducted for students.

**Library Day** - August 12th is being celebrated as National **Librarian's Day** in **India**, in remembrance of national professor of **library** science, Dr S R Ranganathan (1892-1972), who had spearheaded **library** development in **India**.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

#### Response:

The Institution maintains complete transparency in its financial, academic, administrative and auxiliary function

The Institution is governed/managed by Seshadripuram Educational Trust, has a Governing council comprising the members of the Trust along with the Head of the Institution and staff representatives. It conducts its activities with complete professional ethics in financial, administrative and reporting requirements. The institution has bye-laws under which it performs ethically and responsibly.

The financial functions are transparent which are audited by both internal and external auditors. The institution monitors its funds allocation as per the policies and conditions. The institution has single window system admission policy, where students have complete transparency in the admission process. Other administrative activities are monitored timely in GC Meeting and, being affiliated to Bangalore University, regular affiliation inspection is done by the LIC.

The Financial transactions are completely audited by the both Internal and External auditors to maintain transparent Financial transactions which happen in the institution. The Trust increases the salaries of faculties on timely basis and insurance for both staff and students is provided. The core values of our institution focus on service to the needy which increase the concern towards human values.

The students are also supported by Library facilities, where transparent book issue mechanism is maintained. Scholarship disbursement is highly effective and timely disbursement is made to the students so that the benefit received is reached to the students within the timeframe.

Managed by the Seshadripuram Educational Trust, the institution abides by the rules and regulations formulated by the trust. With the IQAC monitoring the various processes in the institution through AAA, a conscious effort is made to maintain complete transparency in financial, academic, administrative and other auxiliary functions.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

#### Response:

#### 1. Training and Development

##### Title of the Practice – “Training and Development – A Complete support for Career Development”

The Institution visualizes to impart education that would empower every individual and work towards building professional prudence with intention of making students highly scholastic. For the overall development of the students, it is necessary for the institution to organize and create a supportive environment. With the meticulous planning and its implementation, the institution has brought highly effective Training and development programs to contribute to make students a successful in their career. Value added programs, Vocational courses, Add-on courses are mainly concentrated in this segment for overall development of the students.

#### Objectives:

The institution aims at overall support system to develop the students towards their career development. Value added programs are designed to provide support on Placement activities and competitive exams. The Curriculum includes basic English Grammar, Communication, Logical Reasoning, aptitude and Pre-Placement training. CA/CPT foundation course training, Add-on courses like Tally, SAP, Microsoft Excel, Vocational Training like Aviation etc. to increase the practical knowledge of students and train them on employability skills with additional knowledge and certification of the same to make our students globally competitive.

#### The Context

Main concept behind Value added program is to provide more value addition to students along with their degree. The Training and Development program is designed with the main intention of facilitating a seamless transition from campus to corporate and other professional careers. In association with Edu learning Pvt Ltd., classes are conducted to impart training on designed curriculum for 40 hours. Students along with their degree, also get training on Grammar, Communication, Logical Reasoning, Aptitude and Pre-Placement training, which help them to crack interviews. With mere subject knowledge, it's challenging for the students to manage their professional career and management. Information and Data Analytics being more important in the current employment market, advance excel would be of great help to pursue their profession smoothly.

#### The Practice

The context of Indian Higher Education focuses on Knowledge with Wisdom, Development of Leadership

qualities in students, social, legal and Moral values and conduct. In this context, this practice enhances the students' wisdom along with the knowledge they get through regular subjects that they study as per curriculum prescribed by Bangalore University. The Institution provides training and development from I semester to VI semester, 24 hours each semester. The Value-added curriculum is designed based on our institutional needs and requirements. For I and II semesters, the syllabus is on communication (LSRW) Listening, Speaking, Reading, Writing. Along with these classroom trainings, a workshop also will be conducted for I years on the Business Communication, dressing etiquettes, Body language etc. In III and IV Semesters, more towards Quantitative aptitude, Logical reasoning, Numerical aptitude, Verbal ability is focused to enable students to attend placement drives in the final year. In each semester, as per designed curriculum, books will be issued to students which contain the content of Value added programs. In V semester training is provided on Resume preparations; students are shown different kinds of Resumes and the importance of it will be communicated. Group discussions are conducted for the final year students. They are guided on the Do's and Don'ts of GD which gives them more clarity. Other sessions are based on Mail Etiquettes, Mock Interviews, Simulation activities. Campus to corporate workshops are also part of this program. Value Added programs make our students more capable than other students with mere subject knowledge in the degree curriculum. To make it more effective, tests are conducted, based on which performance certificates are issued to students.

Along with Value added programs, students are also trained on Add-on courses such as Tally, SAP, Aviation to ensure they have more opportunities to flourish in their careers. Tally classes are conducted by NICT professionals giving both theoretical and Practical sessions to students which gives them the practical exposure to accounting world. 80 hours of Aviation classes are conducted after final examinations for the enrolled students, both ground and Cabin crew training is provided to them. Based on their interest and choice they can attend interview for either of them.

### **Evidence of Success**

With the well planned and implemented sessions of Value added programs, success factor is most evident through our students' growth in their career. This Program has started from 2014-15, since then there is an incremental growth in the number of students placed in various companies.

<b>Year</b>	<b>2017-2018</b>	<b>2016-2017</b>	<b>2015-2016</b>	<b>2014-2015</b>	<b>2013-2014</b>
<b>Number</b>	<b>133</b>	<b>19</b>	<b>103</b>	<b>96</b>	<b>60</b>

Every Year we have almost 20 recruiters hiring students, (Thomson Reuters, Northern Trust, Capgemini, Eureka Forbes, Just Dial, ICICI Prudential, etc., with pay package starting from 1.2LPA to 4LPA. With this extensive training sessions, students of the institution are working in reputed companies and have had a great conversion during interviews. Students are also working in Aviation industry after attending the Aviation course, conducted at the institution and are enjoying their flying career. Tally classes have given practical exposure and students are also working as accountants.

### **Problems encountered and resources required**

For the effective Training and Development sessions to be conducted for best results, there were few problems initially, such as follows:

1. Classes were conducted during the vacations, due to which the strength of students were less. To avoid the absenteeism and improve the strength, these Value-added classes were included in regular

time-table and attendance system was inculcated, due to which the number of students attending the sessions increased.

- 2.To create more seriousness towards the Value-added classes, test was conducted after the completion of syllabus along with other subject tests/exams.
- 3.Attendance system was improvised. Both online and manual attendance system is managed to have proper attendance of the sessions. Record of each session with its content is made.
- 4.Highly effective trainers are the resources which is an essential part of the training. For effective training, professional and corporate trainers visit our institution to train our students.

## 2. MENTORING:

### Title of the Practice – “Mentoring – Manthana”

**Objectives:** Holistic development of our students is our Quality Policy, which is very important for our students to be socially responsible and to grow as nation builders. Yes, mentoring aims at providing complete motivation and support to students for their overall improvement and success. Help identify career paths for students and support students' personal growth. Provide an opportunity for students to learn and practice professional networking skills. Equip students with the understanding and tools to make ethical and informed decisions. To improve discipline and human interaction on the campus through the mentoring system.

**The Context:** The institution with a vision of imparting education, gets students admitted from diverse backgrounds in terms of academic, financial and cultural background. There had to be a system where in students could bring in their views, opinions and ideas or any problems if any. The institution had to rely on the class teachers towards students concern and responsibility earlier, they oversaw the complete academic progress and other activities of their respective students. Class teachers used to interact on their progress reports but could not contemplate individual student's strengths and weaknesses in their personal life and guide them due to more number of students in the class. To ensure that there is more individual attention given to all the students and to overcome the challenges mentoring was necessary to adopt. This mentoring program would add the quality of self-reliant and judicious use of leisure time apart from daily academic routine.

The mentor counsels the students and help them to cope with their personal problems, motivate them to proceed with their career ambitions. Vulnerable age of the students, they tend not to be obedient on certain aspects like attendance, behavior aspects, dressing, use of mobiles in the premises, being late to the classes etc. Mentoring becomes essential to have a healthy and congenial environment for both students and teachers in the premises as it builds healthy rapport between the institution and the students.

**The Practice:** For the success of Mentoring, practicing in a right way is inevitable. Irrespective of the discipline, BBA, B. Com, and BCA Mentorship is assigned to each faculty of the institution considering the lab and other activities of both students and staffs.

- Each Mentor is assigned 35 Mentees, and the same Mentors will continue to guide and counsel the allotted students throughout their degree curriculum.
- Mentor conducts regular meetings with their Mentees to know their Test scores, Preparatory results, semester results, their participation in various committees and other activities, attendance etc., to

understand problems if any.

- Each mentor motivates students to be regular to classes, participate in class and college activities.
- Mentor also encourages the mentees for participation in various co-curricular and extra-curricular activities.

The Mentor helps the students to understand the functionality of the institution if they have any issues, and guidance is provided on their personal issues, Academic/professional ambitions

### Evidence of Success

With the intention of giving comfort to students by sharing their views, opinion, issues, problems with their mentors, Mentors and Mentees have been successful in achieving their goals. There has been Increase in the results of students from their admission to their completion of graduation, there are also students with 1st class percentage, and in graduation they have scored distinction. Students' overall participation has increased in different activities and events. There was an instance where a shortage of attendance encountered to be a serious personal issue of a student. The Mentor takes complete details of the student and counselled the student in such a manner, where the student feels that her personal life is now stress free. Mentoring has brought changes in many students.

### Problems encountered and resources required:

For an efficient and effective Mentoring to practice, there were few challenges and problems which had to be faced;

- During academics, the time limitation becomes problem to complete given tasks to the students.
- Many of the students are still hesitating for participation in activities but mentors are trying their best to bring them into the stream of the scheme.

The program initially faced lot of challenges but later this program was found to be very useful to the overall development of students and hence it becomes popular amongst the faculty and students.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

**7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust**

**Response:**

## **DISTINCTIVENESS:**

4C's "Community Concern - Compassionate Companion"

"Community Concern - Compassionate Companion to nature and nation"

To inculcate humanitarian values and to dawn as an educational bastion is the mission and goal of the institution. The institution tries in various ways to create a sense of responsibility towards society at large. To be the nation builder is first to have sense of being supportive and being there for someone. It is the responsibility of inculcating desirable value systems among students. With the existing diversities and pluralities in the society, students should be more sensitive towards the societal issues. With these intentions, various forums and committees have been framed to share knowledge as well as create a sense of responsibility towards the society and nation.

In this fast-paced technological world, we may be outdated if we are not tech savvy. The Tech Savvy forum educates and conducts free sessions to educate our neighboring citizens on the basics of computers.

The Eco-Club sensitizes the students towards Environmental support and concern. It organizes various activities and competitions focusing on nature and environment. It has conducted many sessions for the nearby people on waste segregation, Go-Green Machine rally, Terrace gardening tips etc. The NSS motto, "Not Me But You" is rightly followed to create a thought among students to serve others in the society to be socially responsible citizens. The NSS has organized Swachatha program in nearby locations.

Women Empowerment Cell and Equal Opportunity Cell in association with Anti-Ragging and Anti-Sexual harassment cell respond to the rising issues in the society. They conduct peace march to create awareness on the importance of educating a girl child, to stop violence against women instead respect the gender and provide equality to stay happily in the society. The students make creative posters on Anti-Ragging, and on above said issues to provoke a thought about these issues in their minds.

ComMent Forum conducts various training sessions to the society with the help of students. We have street vendors nearby who were educated on usage of Paytm, Awareness on Cashless transaction, On-line Shopping E-Filling.

Most important distinctive feature is our "ASMITHE" – Community Centre. The basic intention of this is to serve the society – "AnandamaSitamma Centre for community Cell". The Cell is christened after two ladies, who founded the institution with an intention of imparting knowledge and education. With the same goal towards society, our students and faculty visit the orphanage on regular basis to teach the students as per their needs and requirements. In Association with NSS, the cell organizes various cleaning programs at Orphanages and schools for differently abled students.

It had organized free eye-check-up facility to our neighboring citizens, where we had many people coming for their eye check-up. A visit to Kidwai hospital on World Cancer Day was also made along with students.

The institution has also adopted a School in Sulikere, and has constructed two rest-rooms for the girl students of this school who are facing problems with existing insufficient facilities. Funds for the construction were collected by the staff and students.



<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

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## 5. CONCLUSION

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### **Additional Information :**

The institution emphasises on improving the spiritual quotient of students and staff, in order to ensure better service to the society. In this regard, a special focus is laid to invite people from spiritual centres for various programs like guest lectures, youth convention etc. The interaction with such people, the institution believes, will place the students in a position to better understand lives of great visionaries like Swami Vivekananda, Gandhiji, Ambedkar etc.

### **Concluding Remarks :**

The student community being one of the strengths of the institution, have brought laurels to the college, through their various achievements and activities. The institution caters to reach to every stratum of society as students from socially, economically and marginalised sectors of the society form the bulk of this college. To add to the institution's acclaim, Netravathi G.R, student of the first batch of BCA, secured the 9th rank at the Bangalore University exams. She is now employed in Seshadripuram Degree College, one of the institutions run by the Trust. A huge number of students are benefited by institutional and Government scholarship facilities. Financial assistance is also provided to the Sports students to facilitate them to participate in National and State events. The alumni of the institution have been placed in reputed organisations, thereby, giving a widespread stature to the institution. To instil the values of the visionaries, the institution has Vivekananda, Ambedkar and Gandhian Study Centres. Asmithe (AnandammaSeethamma Centre for Community Concern) along with NSS and NCC wing of the college cater to serve the society. In addition, various forums and committees of the institution strive for the wholistic development of the students, with a view to contribute socially responsible individuals, in accordance to the mission of the institution.

Striving for its vision, mission and goal, Seshadripuram Academy of Business Studies claims to be one of the most acclaimed institutions in the vicinity.