



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

**VISVESWARAPURA COLLEGE OF ARTS AND
COMMERCE**

KRISHNARAJENDRA ROAD, VV PURAM
560004

<http://vacc.rvsangha.org/vacc-eng/index.php>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The College is a HEI which enjoys the privilege of being the first institution to be set up by the Rajya Vokkaligara Sangha, a philanthropic institution established to help economically backward students coming to the city of Bangalore. Mirroring that objective, the focus of the College has been to give preference to students hailing from such backgrounds. It has always maintained a low fee structure and has been admitting students with a minimum grade of passing. Over the years, owing to the hard work and perseverance of the staff and students, the College has blossomed into a full-fledged, multi-disciplinary higher educational institution.

The College is located in the heart of the city near Krishnarajendra Market, the famous Bull temple, and Gandhi Bazaar. It is well connected to all parts of the city and surrounding suburbs and enjoys proximity to the Bengaluru Metro Rail station. Its geographic coordinates are longitude — 77°34'26.9"E (77.574139), latitude — 12°57'15.25"N (12.954237). It is situated 920 meters (3018 feet) above sea level. The College is situated just 5 kms south of the city's bus terminus known as Majestic and Bangalore Central Railway station, 2 kms from Gandhi Bazar, one of Bangalore's prime locations. The local language is Kannada. Population is 8,443,675 as per 2011 India census.

The College is recognized under 2(f) of the UGC act and has undergone 2 cycles of NAAC accreditation in 2005 and 2012, respectively. The Institution was earlier affiliated to the undivided Bangalore University, and from the academic year 2017-18 onwards it is affiliated to Bangalore City University, Bangalore.

The present students and the Alumni of the College have formed a club for coordinating cultural activities. The club has unearthed hidden talents in students and has encouraged them to participate in various events at University, State and National level. Many students who have passed out from here are spread out across the country and adorn positions in Legislature, administration, judiciary, and various other fields of service to the nation.

Vision

Our Vision is

- *Liberate, Strengthen, and Enlighten through Knowledge.*
- *Enrich, ennoble, and empower by values, integrity, and conviction.*

Mission

Our Mission is

"Impart the intellectual legacy of civilization to young minds, and strengthen young minds by building character and convictions; provide academic, moral, spiritual guidance to students to develop into men and women of the future society"

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The College is the pioneer of a range of institutions established by the Rajya Vokkaligara Sangha, a highly resourceful body involved in imparting quality education.
- The College has its own premises in the heart of the city and is well connected by various modes of conveyance.
- The College has adequate full time permanent teaching faculty.
- The members of the faculty are experienced and serve on the BOE, BOS and proactively engage in fulfilling key responsibilities of the University.
- The students of the College hail from economically disadvantaged backgrounds, and exhibit rich cultural heritage as well as human values.

Institutional Weakness

- The College has not been able to introduce any new programs.
- The rate of admission for the Arts program has decelerated recently.
- The College needs to upgrade infrastructure and modernize facilities.

Institutional Opportunity

- The College is situated in a city with immense potential for learning. With the support of the Management, the College can be developed into a model higher educational institution.
- The College receives grant in aid and hence does not incur expenditure towards salary of employees. The capital thus saved can be appropriated for development of College.
- The standard of living of the students, who are first generation learners and their families could be improved through education provided by the College.

Institutional Challenge

- The College faces competition from many colleges in the vicinity.
- The College has faced logistical difficulties in implementing modern and upgraded infrastructure.
- The College has encountered difficulties in introducing certificate and/or diploma course/s.
- Difficulty in coping with language of instruction at degree level since most of the students have studied in vernacular language/s.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- Visveswarapura College of Arts and Commerce is affiliated to the Bangalore City University and abides by the calendar of events, syllabus framed by the BOS and the University. The College is regularly represented by its faculty members in Board of Studies, Board of Examiners, and examination and evaluation process.

- The faculty members voluntarily attend workshops conducted by various institutions and the University and are well informed of new trends and developments in their respective branches of specialization and ensure that these are included in the syllabus. The faculty members highlight and convey the same to the students in a pragmatic way.
- The teaching staff of the College collate the timetable well in advance and the IQAC conducts meetings for planning the curriculum in conformity with the academic calendar published by the affiliating University. The planning involves distribution of syllabus, internal assessment tests and assignments as mandated. The heads of the departments conduct meetings at departmental level and allot subjects based upon preference, expertise and experience to the satisfaction of all the stake holders.
- The faculty members are full-time, permanent with long years of service. Many of them hold doctoral degrees, which adds to the quality of teaching rendered.

Teaching-learning and Evaluation

- The College follows the calendar of events as well as the syllabus framework of the University. The College has adequate full time permanent qualified faculty members to deliver the curriculum effectively as prescribed by the university. The teachers are well experienced, and the average experience of teachers is more than twenty years. The College insists on seventy five percent of attendance for the students and the classes are conducted as per the University stipulation.
- Academic calendar is prepared in the beginning of the year and each department allots teaching hours and teaching topics to individual faculty members, based upon their experience and expertise. The teachers complete the syllabus making necessary adjustments in the timetable and taking extra classes if needed.
- The College has two smart classrooms which is used for effective teaching.
- Remedial classes are conducted for slow learners. Students are advised to use the College library when they have free time. They are encouraged to read newspapers for improving general awareness and English language.

- Tests are conducted at regular intervals to assess the progress of students and the results of the tests are considered for the allotment of internal assessment marks. Members of the faculty are available to students for any clarification after the class hours. They use email, WhatsApp and other electronic means to communicate with the students.

Research, Innovations and Extension

- In spite of the College not being a recognized research center, the faculty members hold doctoral degrees and some of them are recognized research guides. Some of the faculty members have publications to their credit in the form of books, papers with ISBN and ISSN. They also participate in conferences as resource persons.
- Dr. C.M. Eswara Reddy, the present Principal and Prof. Aswathanarayana, who retired in 2019, have served as the President of the 'Commerce Teachers Forum' of the University. Dr. B.S. Puttaswamy has participated in live relay of Mysore Dasara TV program as the expert on Mysore Dynasty. Prof. B.S. Raghathamachar has been the editor of a religious magazine for the past three years.
- The College has just two programs namely B.A. and B.Com. The College has an active NSS unit which conducts a camp every year. Blood donation camps are held in association with renowned hospitals. Swaccha Bharat programs, environmental awareness programs, awareness about adult franchise, anti-drug awareness rallies, water conservation, plastic free campus, visits to educational places, state legislature, stock exchange are organized.
- The College has a "Women's Club" which is striving for gender equality and celebrates various programs for women empowerment.
- The College conducts many commemorative programs to create awareness among the students about great personalities like Kempegowda, Sir M. Visveswaraya, religious poets Kanakadasa, Basavanna, Kuvempu and many others who hail from Karnataka.

Infrastructure and Learning Resources

- The College has its own building located in the heart of the city well connected by various modes of transport including the Bangalore Metro Rail. It has adequate classrooms, library equipped with

computers and internet, exclusively meant for students.

• ***The college has:***

- a computer lab, a commerce lab, drinking water, rest rooms, private room for ladies, first aid and indoor sports facilities. They have access to a large playground located near the College.
- its own auditorium and access to large auditoriums within the premises belonging to the same management.
- a stationery shop, two canteens, a health center, photocopying and internet facility available within the premises.
- a borewell and there is adequate water supply throughout the campus.
- 11 KV UPS power supply to operate the office and computer lab, library seamlessly.
- has separate parking facility for the students and the staff and visitors.
- R.O. purified drinking water facility and garbage disposal arrangement by way of segregation of wet and dry waste.
- Wi-Fi facility to the campus. All departments have separate staff rooms and each department is provided with a common computer and a net connection.
- differently abled friendly. It has a ramp and appropriate toilet facilities for such persons.
- library with well stocked and books of rare collections, journals, magazines and dailies.
- adequate, well ventilated and furnished classrooms for all the programs.
- spacious quadrangle, which is utilized for organising various activities, such as cultural events.
- a shuttle course for the students to play.
- 1 ICT enabled seminar hall and there are 2 ICT enabled classrooms with wifi enabled connected with LAN.
- Dedicated staff room for faculty members for both male and female.
- Well equipped office and a separate chamber for the Principal.
- a small and beautiful garden developed in front of the library for healthy breeze.

Student Support and Progression

- The College informs the students belonging to SC, ST, BCM and minority students about the State Government and Central Government scholarships available to them and processes their application for the same. Accordingly, many students belonging to these categories avail these scholarships.
- The College expedites its approvals for students to obtain Bus Pass issued by the Bengaluru Metropolitan Transport Corporation.
- The College has an affordable fee structure. This is in view of the students who hail from economically backward classes.

- The College conducts sports, cultural activities, various extension activities and entertainment activities for the benefit of the students.
- The College has a counselling cell which guides students regarding educational opportunities in the various fields after graduation and guides them in securing employment.
- The College has a women's club and a counseling wing which provide counselling to girls on several issues.
- The College arranges excursions to places of importance in and around the city.
- Yoga and Meditation classes are conducted for interested students.
- Computer literacy classes are conducted for the final year students.
- Life skills classes and soft skills programs are conducted.
- Various competitions are conducted for recreational purpose.

Governance, Leadership and Management

- The College is one of the institutions run by the Rajya Vokkaligara Sangha. It is a grant-in-aid College and is governed by the rules and regulations of the Department of Collegiate Education, Government of Karnataka concerning staff recruitment and service regulations.
- In academic matters, the College is governed by the Bangalore City University after the trifurcation of the erstwhile Bangalore University.

- The Management appoints a governing council consisting of Management members, Principal, a representative from the University and is also represented by senior faculty members.
- The College functions under the Principal who is also the Chairman of the IQAC. He acts as the academic and administrative head of the institution and supervises the concerned activities.
- The College appoints various committees to carry out different responsibilities such as Students Grievance Redressal Cell, Anti Ragging Cell, POSH Committee, and others. These committees come under the IQAC.
- The recruitment of the teaching and non-teaching staff is made according to the rules and regulations of the Department of Collegiate Education and the Government of Karnataka rules. The proposal for the promotion of the staff is forwarded by the College to the Government through the Principal and the Management.
- The service conditions of the staff are as per directions of the Department of Collegiate Education and the Management.

Institutional Values and Best Practices

- The College has full-time permanent teaching faculty and has won the confidence and trust of the students and the parents by maintaining a good rapport.
- The College has created an atmosphere of learning and seeking knowledge while also setting good moral standards and nurturing feelings of gender equality, social service and responsibility.
- The College has students coming from SC, ST, OBC, minority community and others. Though they hail from different backgrounds they are in harmony with each other.

- The College also has considerable percentage of girl students.
- The College creates belongingness, understanding and equality among students of different categories.
- College imparts value based education to all students that builds up the edifice of the student's lives and moulds them into responsible citizens.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	VISVESWARAPURA COLLEGE OF ARTS AND COMMERCE
Address	KRISHNARAJENDRA ROAD, VV PURAM
City	Bangalore
State	Karnataka
Pin	560004
Website	http://vacc.rvsangha.org/vacc-eng/index.php

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	C.m.eshwara Reddy	080-26677885	9900716027	080-26608078	principalvcac@gmail.com
IQAC / CIQA coordinator	B.s.puttaswamy	080-26600292	9448522310	080-	puttaswamy_budalur@yahoo.co.in

Status of the Institution	
Institution Status	Private and Grant-in-aid

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

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1980

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Karnataka	Bengaluru Central University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	25-10-1990	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	KRISHNARAJENDRA ROAD, VV PURAM	Urban	2	3151.47

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	PUC or Class XII	English	200	187
UG	BA,Arts	36	PUC or Class XII	English,Kannada	100	45
UG	BA,Arts	36	PUC or Class XII	English,Kannada	100	0
UG	BA,Arts	36	PUC or Class XII	English,Kannada	100	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				12				27			
Recruited	0	0	0	0	10	2	0	12	4	0	0	4
Yet to Recruit	0				0				23			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				22
Recruited	7	2	0	9
Yet to Recruit				13
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	3	3	0	6
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
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	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent 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	6	1	0	1	0	0	8
M.Phil.	0	0	0	2	1	0	2	0	0	5
PG	0	0	0	2	0	0	0	0	0	2

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	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

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	348	5	0
	Female	208	0	0	0	208
	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	56	55	55	79
	Female	43	45	32	40
	Others	0	0	0	0
ST	Male	8	9	10	10
	Female	11	9	3	6
	Others	0	0	0	0
OBC	Male	184	162	182	199
	Female	105	117	103	130
	Others	0	0	0	0
General	Male	19	26	21	26
	Female	9	10	4	6
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		435	433	410	496

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
220	220	220	220	220
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	4

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
561	435	433	410	496
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
250	250	250	250	250

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
154	85	149	147	139

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	16	17	17

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
16	17	20	20	18

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 18

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
09.42	10.03	17.53	18.40	15.35

4.3

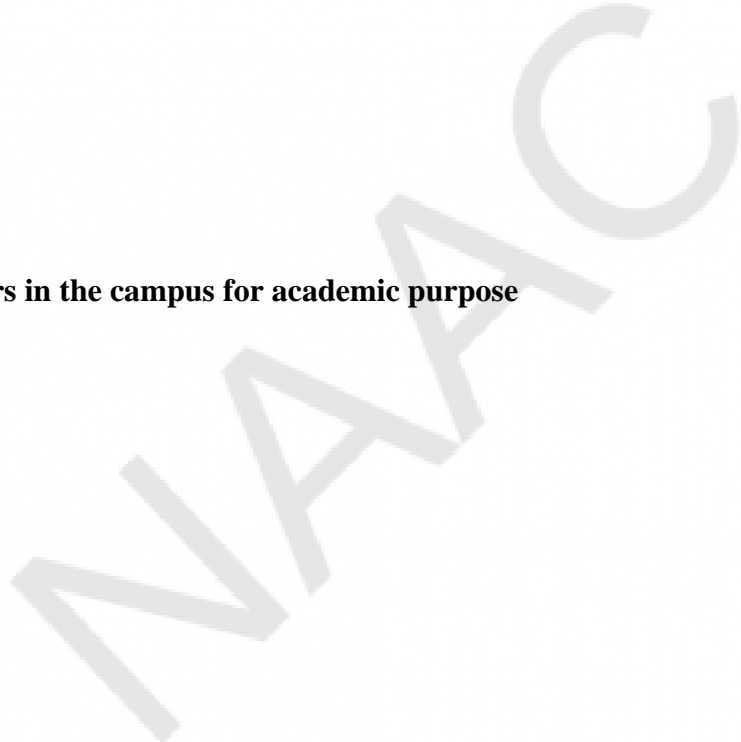
Number of Computers

Response: 35

4.4

Total number of computers in the campus for academic purpose

Response: 24



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 College ensures effective curriculum delivery through a well-planned and documented process. The College is affiliated to Bangalore City University which develops and designs the curriculum. The faculty members participate in workshops conducted by the University and its affiliated colleges, as and when needed, for the revision of syllabi.

The entire program is designed to follow a semester wise pattern with CBCS guidelines.

Effective curriculum delivery is planned at the beginning of semester involving the Head of the Institution along with the Department Heads. Assignment of work and delegation of role, duties and responsibility of each faculty member with respect to the curriculum is explained. Various committees to handle Admission, Time table, Exams, Attendance and internal marks are formed. A calendar of events is prepared.

Heads of Department allocate the subjects, assign work load to department faculty and plan activities for the semester which is reflected in the academic calendar of events of the institution. Each program is student centric and benefits the students by enriching their knowledge.

Faculty members ensure the effective implementation of the curriculum through proper planning. They prepare lesson plans for the Semester where the syllabus is apportioned in an organized manner with specific number of hours allotted to each topic. A day wise execution of this plan is done through the work diary.

Student performance is assessed continually through class tests, seminars, and other activities. Class tests are evaluated and students are provided an opportunity to improve performance. Assignments help students gain information regarding specific topics. Faculty members also participate in university evaluation and invigilation work of the affiliated University.

The College endeavors to provide opportunities in and out of the classroom through which students' experiences reshape how they view the world and the impact they can have on it.

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The University to which the College is affiliated notifies the academic calendar for the following semester at the end of every semester. It also provides information on courses offered, syllabi and eligibility criteria

for every program. Based on the University calendar, the IQAC of the College prepares academic calendar before the commencement of the classes for each semester and all the staff members are apprised of it by the Principal in the staff meeting.

Lesson plan is framed in accordance with the number of working days in each semester based on the academic calendar. The teaching plan of the College is put into action with provision for conducting two internal assessment tests at the mid and before the end of semester term. The plan further includes evaluation/assessment of students, teaching methods followed and adoption of other student performance enhancing activities. Students are thus evaluated periodically through various assignments, activities. Provision is made in the plan of action of the academic calendar to conduct tutorial classes and revision classes for slow learners.

To adhere to the dates mentioned in the calendar, meetings are conducted by the Principal with HODs to know the progress of the functioning of the department. The HODs, in turn, convene departmental meetings and motivate the faculty members to complete the syllabus and other teaching related activities within the stipulated time.

Attendance being an important criterion of Internal Assessment, is monitored by the respective committee continuously. Shortage of attendance if any, is brought to the notice of the students. The Parent-teacher committee periodically organizes meetings to convey information about performance and attendance of wards.

File Description	Document
Upload Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**Response:** 100**1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.**

Response: 4

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years**Response:** 2**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response:** 1.12**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
12	15	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

The Institution creates awareness on environmental issues and builds up moral and ethical values among the student community and thereby trains the students to integrate cross cutting issues by incorporating courses such as Indian Constitution (I Semester), Environmental Public Health (II Semester), Science and Society (III Semester), Business Ethics, Personality Development (IV Semester), Cultural Diversity (V Semester), Creativity and Diversion (VI Semester) of the UG program in the curriculum.

Being an affiliated College, it follows the curriculum prescribed by the University. The University integrates the cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum. Following are the courses which integrate cross-cutting issues into the curriculum:

Sl. No.	Program Name	Course title	Cross cutting issue addressed and its impact
1.	B. Com.	Value Education	This course familiarizes the students with concept of values, types of values and helps them to inculcate such values in everyday life.
		Culture, Diversity and Society	It educates the students to address contemporary challenges faced by society like ethnocentrism, communalism and gender discrimination.
		Public Relation and Corporate communication	Augments physical and psychological attributes required for an employee in their workplace.
		Business Ethics	Provides knowledge relating to behavior and obligations of business professionals.

		Principles of Event Management	It helps the students to obtain conceptual framework of Event Management, Event Services, Conducting Event And Managing Public Relations which is necessary for students while discharging duties.
		Creativity and Innovation	This course enhances sensitivity to creativity and innovation.
		Entrepreneurship Development	To enable students to understand basic concepts of entrepreneurship and preparing a business plan to start a small-scale industry.
1.	B.Com. & B.A.	Environment and Public Health	It educates the students on environmental policies with respect to water, air, forest and wildlife of the country which help in environmental sustainability.
		Science and Society	A brief introduction to science and practice and discoveries of science, science and public, modern science and its impact on societies, life and livelihoods.
		Indian Constitution and Human Rights	Specifies basic information about Indian Constitution with 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 teamwork with development leadership

			skills and abilities such as effectively leading changes, resolving conflicts and motivating others.
1.	B.A.	Entrepreneurship and Innovation	Inculcates professional ethics among future entrepreneurs.
		Current Social Problems of India	It deals with social problems and role of government agencies in combating corruption, finding solutions to violence against women, remedies for untouchability, terrorism etc.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 3.64

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
8	8	8	8	8

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 0.18**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 1

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni****Response:** A. All of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website
- 2.Feedback collected, analysed and action has been taken
- 3.Feedback collected and analysed
- 4.Feedback collected
5. Feedback not collected

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

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 35.84

2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
232	188	186	93	197

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
500	500	500	500	500

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 64.88

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

2019-20	2018-19	2017-18	2016-17	2015-16
187	177	172	87	188

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 and organises special Programmes for advanced learners and slow learners

Response:

The College facilitates educational opportunities for students from diverse backgrounds. As students with different abilities converge from various social, economic, and academic backgrounds, it is a tough challenge to embed them into one single learning platform. However, to meet this challenge, various strategies have been adopted in teaching learning processes to ensure optimum learning outcomes. Different measures have been implemented to meet the requirements of both slow and advanced learners.

Students are assessed and identified as advanced and slow learners based on their performance in previous qualifying exams. Class test, internal exams group discussions and participation in seminars are also ways to evaluate the ability of the students.

To address the academic difficulties of slow learners, extra classes are organized, and the following strategies are applied:

- **Special and remedial classes are organized** to clarify doubts and to re-explain topics that are not understood. Previous question papers are also discussed and solved with the intention of training students to face their exams. This helps in improving student performance.
- **Notes and study materials are made available** to students to supplement classroom teaching. The library also offers facilities to students by providing them with learning material.
- **Peer learning is practised widely.** Slow learners are supported by their peers in studying. This is a form of group activity where the advanced learner motivates his peers who are marginally weaker in a particular course or unit. This is done in a friendly manner and is very effective in helping them reach their academic goals.
- **Bridge Course:** The leap from Pre-University to Degree often comes with a blank spot for some students. Bridge Courses are conducted in required subjects to build the self-confidence of such students and help them to fit into their curriculum and expand their abilities.
- **Mentor-Mentee Interaction:** Mentoring system is common in all Departments. Faculty members are assigned a particular number of students who would report on all academic challenges and achievements faced by the mentee. The respective mentors have continuous interaction with them and thereby track their academic progress as well as their active participation in co-curricular activities. The mentor also offers counselling on health and other issues that trigger stress in them. This interactive system provides information about student diaspora and helps to bridge the divide between academically bright students and students with diverse interests.
- The Institution identifies **special educational or learning needs** of advanced learners through direct interaction with them and on the basis of feedback of the teachers concerned. The following measures are taken to respond to their special educational needs.

Advanced learners are encouraged to strive for higher goals through constant monitoring and evaluation. Their potential to excel and achieve success is channelized to help them achieve top career options.

They are motivated to become team leaders and counsel their peers. This activity develops team spirit, responsibility, and leadership quality among students.

File Description	Document
Upload any additional information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 35:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The College endeavours to make teaching-learning a two-way process. The focus is on using student-centric methods to encourage whole-hearted participation in the teaching-learning activities. Towards this end, various teaching-learning and pedagogical approaches have been adopted which ensure enhancement of the learning levels of the students. Different methods of experiential and participatory learning motivate the learning process. In regular classroom teaching, teachers employ experiential learning such as problem-solving methodologies, role-playing activities, classroom seminars, group discussions.

Further, the College challenges students with assignments on regular basis to check their level of understanding on the subject. Quizzes are held from time to time to maintain students in a competitive environment and to check the overall progress of the class.

Experiential learning

The teaching faculty of the College promotes experiential learning method. The main objective of this method is to enhance and facilitate the learning abilities of the students.

The students take active part in organising various extra and co-curricular events which help them in developing their management skills. Special programs on Women's day, Independence Day etc. are also

conducted by them.

Experts from industry share their experience with students which prepare them for the real time job scenario.

Participative learning & Problem-Solving Methodologies:

The syllabus is framed by the respective Board of Studies, revised, and updated periodically. The syllabus has a unit – pattern for every paper/subject. Lesson plans and notes for every subject/paper/unit are prepared by respective teachers.

Students actively participate in activities such as: Class Seminars, Group discussions, debates, questioning method, Quiz method, Role-playing method/Acting out method Drama/Mimes, Field visits/Industrial visits. Further, in participative learning, students are given certain topics which are of utmost importance both academically and practically, they are then divided into groups and asked to analyse and reflect on it. In this way they get an opportunity to conceptualize the theoretical aspects. It helps them in reflective thinking, problem solving and in logical questioning.

In order to develop and enrich student's creativity, decision-making ability, critical thinking, reasoning power, the College has adopted this method. Outreach activities are offered to develop human values, ethics, and leadership qualities among the students such as NSS camps, social awareness rallies and all the programs of the college. The College gives priority to the holistic development of the students outside the classroom through extra-curricular activities. Some of the committees like Cultural Committee, Sports Committee, Alumni Committee, Library Committee, have student representations and participation. The convenor of the committees shall discuss and welcome the suggestions and make honest efforts to implement the same.

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The College has two smart classrooms and one auditorium equipped with a digital camera and a smart board. This facility is used by the faculty members of the College for enhancing teaching experience. The use of ICT in teaching boosts the energy of the faculty members as they are endowed with the entire gamut of knowledge at their disposal with applications like YouTube, Google and MS PowerPoint to impart real life experience to students.

The auditorium of the College also has an interactive board and a projector which is used when there is a large audience. Students and faculty members communicate via electronic means like WhatsApp, text message and voice call in addition to conventional teaching methods.

Access to computers has been made available to the students in the computer lab (15 nos.), library (6 nos.)

and Department of Commerce lab (6 nos.). The six computers in the library are meant exclusively for students and have broadband internet facility.

The institution encourages teachers to attend training programmes, workshops, seminars, and conferences related to ICT use or innovation in teaching-learning.

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 47:1

2.3.3.1 Number of mentors

Response: 12

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 90.71

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 38.16

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
8	8	7	4	4

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 11.5

2.4.3.1 Total experience of full-time teachers

Response: 184

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Evaluation is an integral part of teaching-learning process. With regular interactions of the principal and Heads of the Department, the examination committee plans and works out reforms in the evaluation system. The College adjusts and includes the internal assessment process to fit into the academic calendar of the university, and the university examination. The institution follows the guidelines issued by the University for allotting the Internal Assessment marks for each program and course.

The examination committee is constituted with a Coordinator & 2 faculty members by the Principal at the beginning of the academic year. They monitor and conduct internal examinations in the College and strive to make the process transparent.

The assessment work is carried out by the concerned faculty in the institution. The evaluation reports are prepared within the stipulated time and communicated to the students in the classroom as well as displayed on the notice board.

There are two internal tests per semester. Question papers for all tests and assignments are prepared by faculty members. Results are declared soon after the completion of evaluation. Compiled marks are

displayed and communicated to the students. Ledger of evaluation is prepared and kept for the students to know their progress. Department members counsel students regarding performance and suggest methods for improvement.

Apart from university prescribed methods such as allotting assignments and conducting tests, more relevant methods such as surprise tests, peer evaluation are experimented in the classroom. This promotes continuous learning and motivates students in a healthy manner.

To encourage students in co-curricular activities, marks are assigned to those who participate in NSS and cultural activities conducted by the College and the university.

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

Response:

The College follows the Academic Calendar and keeps students informed about the same. The Principal briefs students about the examination-evaluation system at the beginning of the academic year. The breakup of marks for Internal Assessment is explained to the students.

All exam related grievances are addressed by the Examination Committee of the College in consultation with the principal.

Internal marks in each subject is based on the attendance of the student, class behavior, performance in the tests, assignments, participation in curricular and extracurricular activities.

Valued answer scripts are verified randomly by Examination Committee and HODs to ensure standard evaluation process. The valued answer scripts of the students are distributed for verification and any grievance is redressed immediately by the respective subject faculty.

The final list of the Internal Marks is displayed on the notice board for the awareness of the students. If any issue in the marks awarded is noticed by the student and is reported to the respective faculty member, suitable action to rectify the same is taken.

Students can also notify their grievance through Mentors and Class Teachers.

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

The College counsels students before admitting them to BA, B. Com programs. It is the duty of the College to guide the parents and the students in the right path.

The curriculum and syllabus for BA & B. Com programs conform to the outcome-based teaching and learning process and have been designed in a specific way so that each of the courses meets one or more of these outcomes.

B.Com - Programme Outcomes:

1. Knowledge and analysis of financial statements.
2. Prepares the Human Resource needs of companies in accounting, taxation, auditing, financial analysis and management.
3. Planning and budgeting of resources and finances in organizations or industry.
4. Auditing of accounts statements.
5. Use of modern tools pertaining to auditing, filing, and filling up of various forms and details.
6. To develop ethical managers with interdisciplinary approach.

B.Com - Course Outcomes:

1. The student should be capable of using knowledge of commerce, modern technological tools, and analysis of market trend.
2. Develop entrepreneurship skills.
3. Expose students to various provisions of Taxes in India and enable them to understand the process in assessment of individual, firms and companies.
4. Acquaint with Soft Skills for Employability.
5. Imparts the knowledge and skills to the students to take up professions in the field of accountancy –chartered accountancy, cost and management accountancy, company secretary, professions in capital and commodity markets, professions in life and general insurance and professions in bank.

BA -Programme Outcomes:

1. To increase knowledge base regarding History, culture, literature, and systems of administration.
2. Languages enrich students to appreciate the sensibilities of our society. Effective communication renders them with confidence to perform better in society.
3. The program also enables students to appear for various competitive examinations or choose the post graduate program of their choice.

BA Course outcomes:

The courses equip them with an understanding of the past and guide them to view the present with a

knowledge of the past.

The courses enable the students to understand market structures and theories which underlie the same.

They offer students a knowledge of how governance and various other administrative skills are employed in government.

The learning objectives are communicated through various means. At the time of admission, students are made aware of these outcomes. They are further transmitted by respective faculty throughout the duration of the course in various programs as also during Principal's address to students. It is also conveyed by Principal during regular staff meetings, IQAC meetings and by HODs in departmental meetings to faculty members.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

There are two programs in the College namely BA and B Com. Though these are traditional in nature, the College has been continuously working on the attainments of program and course outcomes. The purpose of their academic journey is elaborated to students through principal's address, and classroom interactions. In order to focus on the outcomes, the students are categorized as slow and advanced learners on the basis of their entry level marks. Feedback provided by alumni helps to evaluate whether students have properly perceived the content of the curriculum.

Close awareness of cross-cutting issues, basic conceptual clarity, life-skills, practical exposure, and their behavioral change are few of the parameters to recognize or evaluate the attainment of their course outcomes. Home Assignments, Unit Tests and university assessment are substantially helping to evaluate the learning outcomes.

The performance of the students in the internal and external examinations, participation in class activities, role in departmental activities is the means by which program specific outcomes are measured. Students are also encouraged to take part in competitions, seminars and conferences. Their performance within and outside the College in various academic events provides another index of their learning-levels.

Course outcomes are also measured through the performance of the students in the class, internal evaluation, and external evaluation. Students are measured continuously based on their regularity, their receptiveness, participation in class discussions, their answers to questions asked by the teacher and the overall quality of their conduct. Their performance in the internal examinations provides the initial indication of their learning outcome. Teachers provide critical inputs to the students based on this performance. Thus, they are helped to improve their performance in the external examinations.

2.6.3 Average pass percentage of Students during last five years**Response:** 62.32**2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
127	49	89	97	57

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
154	79	148	147	139

File Description**Document**

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.64**File Description****Document**Upload database of all currently enrolled students
(Data Template)[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 3

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	0	0	0	0

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.55

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	3	1	4

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0.67**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3	0	3	3	2

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3 Extension Activities**3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

- The College endeavours to create awareness and imbibe a sense of social responsibility in its students, to make them responsible citizens of the country. One such program conducted by the College is “Blood Donation Camp.” The College has participated in “Blood Donation Camp” in association with various agencies such as Bangalore Medical College and Research Institute, Sanjay Gandhi Institute of Trauma and Orthopaedics, Kempegowda Institute of Medical Sciences, Victoria Hospital Bangalore, Rotaract Club etc. The College once contributed 219 units (1 unit = 600ml) of blood to the state-owned Victoria hospital.
- The College organised a free dental check-up camp in association with Dental College, Rajya Vokkaligara Sangha and a free eye check-up camp in association with Kempegowda Medical College and Hospital for the benefit of students and general public. Around 300 students and large number of people participated in the program.
- The College organised a program for creating awareness of the importance of voting in association with BBMP. Corporation authorities addressed students of the College regarding the significance of casting votes. They took part in a rally to create awareness of adult franchise.
- The students of the College participated in the “Save River Cauvery” movement titled ‘Cauvery Calling’ which was an environment protection program in association with Isha Foundation. This program increased ecological awareness among students.

As part of “Swatch Bharath Andolan”, following activities were taken up:

1. Cleaning program in the College premises.
2. The College NSS volunteers created awareness of cleanliness, health and hygiene in villages
3. Promoted practices of plastic free campus and use of bicycles for environmental conservation.
4. The College organized Anti-drug addiction awareness program in association with Bangalore City Police to suppress the growing menace of drug addiction among many college students. They also took part in an awareness rally called ‘Say No to Drugs’ in association with the Bangalore City Police, to discourage young students from falling victim to drug addiction.
5. The College organized students visit to Office of the State legislature to create awareness about the functioning of legislative assembly and legislative council and also to watch budget session.
6. There is a growing menace of irresponsible driving, leading to injuries and death. This has prompted the College to organize a program to promote safe driving habits and respecting traffic rules under the guidance of Bangalore City Traffic Police.

File Description	Document
Upload any additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**Response:** 0**3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 0

3.3.3.1 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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 41.37

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
326	318	99	132	102

File Description	Document
Institutional data in prescribed format	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 1

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**Response: 1****3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

Spread over a spacious campus, the College is well lit, amply aerated and has adequate space for learning and sports. It is located in the heart of the city, close to commercial hotspots of the City and well connected by Metro and City bus transport service.

The College is well equipped with infrastructure required for carrying out various academic activities. It is a two-floored structure built around a sizeable quadrangle and a dais to accommodate a large gathering, host cultural activities and also conduct outdoor games.

The Principal's office, department rooms, laboratories, auditorium and administration office are located on the ground floor while the classrooms including the smart classrooms are situated on the first floor .

CLASSROOMS:

The College has 14 classrooms with a podium, green and black board, furniture and fixtures and enjoys good ventilation. The College also has 2 ICT enabled classrooms equipped with projectors and white boards. These infrastructure facilities are utilized for conducting classes as well as extension activities.

LABORATORIES:

The College has a well-equipped computer laboratory, with 20 computers having internet and LAN connection.

BUSINESS LAB:

The College has a business lab for the enhancement of practical aspects of commerce like stock exchange, banking, virtual online trading, etc.

COMPUTING EQUIPMENT:

The College has 20 computers along with adequate peripherals such as printers, photocopying machine. All the computers have licensed software with anti-virus protection. Continuous power is provided by a UPS facility.

SEMINAR HALLS:

The College has one ICT enabled seminar hall, which has a capacity of 150 seats. The seminar hall is utilized for conducting various academic, cultural purposes and recreational programs.

Apart from the above, the College has also embraced new age technology and has installed CCTV cameras

for surveillance and safety of the students and staff.

LIBRARY & READING ROOM:

The college has a well established and stocked library with books, periodicals, newspapers and computers with internet facility. The library also enjoys comfortable seating and reading facility. It is computerized and the librarian is available for assistance. Books are in display cabinets with easy access.

OTHER INFRASTRUCTURE:

- The college has separate common room and restrooms for girl students.
- There are separate rooms for each department with adequate furniture.
- The college has parking facility for staff, students, and visitors.
- RO water purifier is installed to provide pure drinking water for staff and students.
- Notice boards are placed in different locations. Notices pertaining to academics, results, scholarships, and activities of interest to the students are displayed regularly.
- In addition to all these, we have a sound system for all functions.
- The entire campus is under 24 x 7 CCTV surveillance for the security of the stakeholders.

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

Response:

The Institution has adequate facilities for sports (indoor, outdoor), yoga and cultural activities.

FACILITIES FOR EXTRACURRICULAR ACTIVITIES.

Sports outdoor and indoor games:

The sports room of the College extends amenities for indoor games like chess and carom. The College also has an open quadrangle, which is used for outdoor games such as badminton, kabaddi, kho-kho, etc.

The quadrangle is also used during cultural occasions to host events like Rangoli competition, Ganesh Chaturthi Puja, Ethnic Day.

Outdoor games such as throwball, kabaddi, cricket, kho-kho are played in the National College grounds situated near the College. The College Annual Athletic Meet is conducted at the Kittur Rani Chennamma Stadium, Jayanagar.

Auditorium:

The auditorium in the College is used for conducting workshops, and cultural events. Another large auditorium, owned by the Management, equipped with excellent acoustics, called Kuvempu Kalakshetra is also available for use.

The auditorium of the Science College, also belonging to the Management, is occasionally utilized.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 16.67

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 3

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 0

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

Fully automated. The library uses lib software version as part of ILMS. It is very helpful to manage the circulation of books, membership details, cataloging etc.

Name of the ILMS software	LIB software
Name of the automation (fully or partially)	Fully
Version	9.8
Year of automation	2014

File Description

Document

Upload any additional information

[View Document](#)

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: E. None of the above

File Description

Document

Institutional data in prescribed format(Data template)

[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.33

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0.54572	0.03	0.26275	0.39749	0.41

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 4.16

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 24

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College has broadband internet connection supplied by BSNL for the past several years. This has been utilized for office purposes, Principal's chamber, IQAC and for teaching. Management has also provided Wi-Fi facility in the college campus. Keeping changing IT requirements and system usage in mind, the College has also revamped its suite of computers with new, up-to-date technology. New storage devices and printers have also been acquired.

The College has a BSNL Broadband plan called 2 GB CUL, which provides 8 Mbps speed internet. All classrooms, library, office and computer is connected with Local Area Network (LAN)connection. There is a well-equipped computer lab with licensed software. There are two ICT enabled classrooms equipped with an LCD projector and connected with LAN. For the safe use and seamless utility of computers we have a power backup of UPS with adequate capacity.

The college is CCTV enabled for round the clock security and safety. We are working towards transforming all the classrooms into smart classrooms and digitally empowering our students. The biometric system is installed in the campus to monitor the login/logout of the staff members in accordance with the instruction from Department of Collegiate Education, Government of Karnataka.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 23:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: B. 30 MBPS – 50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 3.16

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	0.40	0.90	0.09	0.95

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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:

The College has a systematic mechanism for maintenance of physical, academic and support facilities. Some of these are maintained by an Annual Maintenance Contract (AMC) deputed to external agencies, as per the need and certain others by the faculty members of the College and skilled staff appointed by the Management. The College approaches the Management for procurement and replenishment of stocks by following set procedures and the Management procures such stocks after identifying suitable vendors.

Capital expenditure for any purchase by the College is decided by the Management. Installation of machineries, construction or extension or renovation of the building is carried on by contractors approved by the Management.

Policy for physical, academic and support facilities:

The College has adequate space to accommodate all its requirements. There are sufficient classrooms for routine classes with library, auditorium, computer lab, commerce lab, sports room, cultural room, staff rooms, etc. in addition to administrative office and other basic facilities as per the University affiliation norms. Maintenance of the College premises is methodically distributed amongst the housekeeping staff to avoid overburdening on any individual. Sweepers are appointed by the management on contract basis to clean the campus, the classrooms, staff rooms, office and corridors. The office superintendent, in consultation with the principal allocates such work.

The Principal with the concurrence of the Management has the power to incur expenses and pass the bill of an amount up to Rs. 10,000/- (Ten thousand only). Any expenditure above the said amount has to be passed in the Governing council, Management Committee. All expenditure excluding salary component, is systematically done with a budget allocation and the statement of accounts is audited by an internal auditor and another by an external auditor.

Payment of bills like electricity, water, property tax etc. are handled by the management.

Maintenance and utilization of Library:

Library has an advisory committee appointed by the Principal to monitor smooth and effective functioning. It also shoulders various responsibilities like finalizing the annual budget, purchase of reference books, purchase of textbooks and other important books, journals, and periodicals, etc. The Library is fully computerized; bar code system is adopted. LIBSOFT software is used for all library related activities. The Library provides open access for all users. It has a book bank and a separate SC/ST book bank facility. Library makes available different newspapers in Kannada and English. Annual stock verification is carried out and the report is approved by the audit team as well as the Management.

The Librarian seeks recommendations from all departments to purchase necessary books. The College has an AMC with Easha Mount Technologies for maintenance of computer hardware in the College library. The Library has 33,425 books as on date including subscriptions to Kannada and English magazines useful for students.

Maintenance and utilization of computers:

All the computers in the College are for official use only. They are covered with AMC by Easha Mount Technologies, Bangalore. Power back up is provided to the computer systems. Broadband services with up to 50 MBps speed is provided by BSNL and ACT Fibernet used by the students, administration, and the staff.

Maintenance and utilization of Sports Department:

The College has a sports department with equipment for cricket, table tennis, carrom and other indoor games. Every year the stocks are replenished based on the funds available with the College as per

University norms.

Extra-Curricular Activities:

An auditorium is available for conducting extracurricular activities. Open air theatre is available in the College premises which can be used to host many other programs. Cultural activities and various competitions are held either in the auditorium or in the open-air theatre.

NAAC

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 last five years

Response: 16.02

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

2019-20	2018-19	2017-18	2016-17	2015-16
101	83	91	53	45

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.14

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	1	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills

2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 57.14

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 88

File Description

Document

Upload supporting data for student/alumni

[View Document](#)

Institutional data in prescribed format

[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/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: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg:

JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

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

Response: 2

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	1

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

The College believes that students must develop skills to complement academic learning and meet societal challenges through involvement in various extracurricular and administrative activities. It constantly strives to broaden the academic experience of students by providing such educational and co-curricular experiences, as well as volunteering and employment opportunities to foster out-of-class learning, leadership and social interaction.

Class representatives are nominated by the Class teachers for smooth functioning of all activities and for maintaining a healthy rapport with the student community. The communication from the authorities to the students is carried by the class representatives. The Class representatives along with volunteers, under the guidance of faculty organize college functions and conduct co-curricular and extra-curricular activities.

Further, students are nominated to different committees such as:

1. Cultural committee
2. Sports committee
3. NSS
4. Discipline & Anti-Ragging committee
5. Grievance Redressal Cell
6. Internal Complaints Committee (ICC) or Prevention of Sexual Harrasment Cell (POSH)
7. Internal Quality Assurance Cell (IQAC)

The students for such committees are nominated on the basis of their leadership skills and academic performance. They act as a bridge between the college administration and student community. They take active part in organizing various activities and are responsible for the smooth conduct of events. The staff members in charge of their committees' guide and mentor these student representatives to organize and conduct various events. This enables them to develop leadership and organizational skills which helps them in their future.

In addition, the student representatives play a significant role in coordinating several important programs like talents day, cultural activities, sports and annual day celebrations. They also help in organizing festivals of national importance and take part in environmental and ecological initiatives that are planned to create community awareness on various contemporary issues through rallies and Jathas.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 8.8

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4	9	12	11	8

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The College has an Alumni Association registered in 2005. The Alumni ushers a strong feeling of fraternity and helps students in their educational pursuits. Alumni of the College has contributed non-financially over the years to the growth and development of the College.

Members of the Alumni Association hold positions in society in various fields. In the alumni meetings, they are given a platform to provide suggestions with respect to functioning and infrastructure of the College. Feedback is collected from them on the curriculum.

The Alumni Association believes that continued engagement with alma mater makes a world of difference to those who are now in the shoes they once wore. Despite their own tight work schedules, they are eager to take part in this ongoing experience through a host of opportunities. From giving back, to joining in at various events, they play an integral role in the success of the College. They continue to visit, stay engaged, and are proud to be part of the College.

The objectives of the Alumni Association are to connect with each other through alumni network, to assist current students in every way possible, to be the mentor for current students.

There are several notable alumni who have occupied significant positions both in public sector and private sector and many of them were participated in the alumni meetings of the college and provided valuable guidance to the under graduate students studying in the institution.

The interaction between the students and the Alumni fosters a productive relationship. It contributes to the development of the College through its guidance and support.

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

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

The College was founded with the purpose of fulfilling the educational aspirations of students coming from the surrounding rural areas of Bangalore. At a time when opportunities for higher education were not abundantly available, the Management of the College established many educational institutions for the upliftment and benefit of people who could not get quality higher education within their financial means. This was the genesis of the College established in the year 1966. The College also enjoys the privilege of being the first among the higher education institutions established by the Management.

Keeping up with its vision and mission statements, the College has always accommodated students hailing from economically underprivileged sections, a majority of which are imparted education in regional languages at school and pre-university levels. It is noteworthy to mention that due to financial constraints, these students have limited resources to spare for education. Further, being first generation learners is a common trend amongst these students. However, they are hardworking, keen, ambitious to improve their standard of living and easily adapt to any surroundings. The College mitigates these circumstances by keeping the fees affordable while imparting education of the same quality as its peers.

The College has been enriching, ennobling and empowering students by providing quality education to them with the support of dedicated staff and adequate infrastructure. The College has been taking in students with raw talent, nourishing their natural abilities and has been churning out empowered individuals who are able to challenge their peers from other educational institutions in capability and thought.

For the fulfillment of the Vision and Mission of the college, there is a systematic governance procedure which involves transparency and adheres to a de-centralized method of functioning. The procedure is as follows- The management has appointed a governing council with directors, secretary and chairman from the board of the Management. Principal with two faculty members is part of the Governing council. They regularly meet to review the activities of the college. The various proposals of curricular, extra-curricular and co-curricular activities are placed before the council. Grievances, if any, are also discussed and action is taken for its redressal.

Various committees and cells are formed with a staff member in charge of it, along with student volunteers for smooth conduct of activities. Class mentors are appointed to be in touch with the students to address any issues which may arise.

The staff secretary reviews the progress of co-curricular activities and discusses other relevant issues with the Principal.

With more than five decades of service, its distinctive objective is to impart quality education to all students without discriminating on their previous performance.

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The College has a clearly defined organizational structure for optimum and effective decision making and its implementation. The functioning of the College involves participation of the teachers in governance, prospective planning and decision-making. The governance of the Management is carried out with the support of following bodies constituted as per university affiliation norms:

1.The Management

2.Governing Council

3.Various Committees

The Management:

The Rajya Vokkaligara Sangha which runs the College is governed by an elected body of 35 directors hailing from all parts of Karnataka. The elected body nominates individuals to the posts of President, Vice President, Secretary, Joint Secretary, Treasurer, and other posts of office. The Management decides the nomination to the Governing Council of the College. Requirements of the College include purchase of fixed assets, office equipment, repairs, and extension of building are communicated to the Management, for necessary action.

Governing Council:

The affiliation norms of the University require the College to conduct a minimum of two meetings of the Governing Council every year. The Council consists of one person nominated by the University, two senior faculty members to represent the teaching and non-teaching staff, President, Secretary, Treasurer (of the Management), and the Principal of the College. Generally, topics like review of results, improvement in admissions, performance evaluation of faculty, programs to be carried out by the College are discussed in this Governing Council meeting.

Various Committees:

The College constitutes committees such as admission committee, examination committee, discipline committee, SC/ST Committee, Grievances Redressal Committee, Prevention of Sexual Harassment Committee, IQAC Committee, NAAC Committee, Sports Committee, Library Committee, Equal Opportunities Committee, etc.

Each committee is headed by the Principal of the College and consists of:

1. A convenor who is the head of the department,
2. A faculty member as coordinator,
3. Members consisting of teaching and non-teaching staff members and student nominees.

Adequate representation from the student community in the various committees formed is ensured. The administrative staff collaborate across the organization structure, are part of several committees and participate in decision making wherever necessary.

All committees meet frequently to discuss the plan of action and its execution during the current academic year. Plans are clearly laid down and suitable guidance is given to the students to carry out the plans under the leadership of the coordinator of the committee concerned and senior faculty members. All the above measures indicate the presence of participative management in the College. The Principal steers the College towards overall development with co-ordination and participation from all the staff members.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The College has a perspective plan for development, based on the vision, mission, goals and objectives which includes areas of:

- 1. Teaching and learning*
- 2. Community engagement*

Pursuant to the second cycle of NAAC, the Management worked on the recommendations of the NAAC Committee. Upon gathering suggestions from relevant stakeholders, perspective plans of the departments and IQAC were placed before the Management. The IQAC committee continuously gathers feedback and strives to bring about improvement for the institution and students. Academic calendar gives an outline of the events planned throughout the academic year and this is in alignment with the university calendar of events.

Specific objectives and goals of Perspective Plan of the College:

1. To introduce new undergraduate and postgraduate degree programs and research programs.
2. To improve student intake for existing programs.
3. To introduce short term, value added, and skill-based programs.
4. Improvement of infrastructure vis a vis construction of classrooms and laboratories, ICT facility, and gymnasium.
5. To establish well-structured feedback system from all stake holders.
6. To strengthen research facilities and motivate faculty to involve in research by undertaking major

and minor research projects, publishing research papers in reputed journals.

7.To take initiative for the development of an eco-friendly campus.

8.To establish functional MOUs, with different institutions for on-the-job training, field trips, placements etc.

9.To conduct extension activities through NSS.

The college has hence adopted various methods in its perspective plan to ensure effective curriculum delivery where the stakeholders benefit the maximum.

An important plan, deployed and practised every year is the conducting of extension activities since it believes these activities have an impact on students in creating leadership qualities, understanding problems in society, and developing a sense of civic responsibility. It also helps them in grasping the value of unity in diversity, safeguarding public property and respecting constitution, law, and order.

The College also conducts neighborhood out-reach programs such as Blood Donation, health camps such as eye checkup. Programs on Swachh Bharath, women empowerment, traffic awareness, adult franchise and environment awareness rallies are also carried out.

Faculty members are encouraged to upgrade themselves periodically to stay abreast of changing trends in education. The feedback from stakeholders offers direction to them to improve themselves.

The college thus strives to achieve its vision and mission by deploying specific plans for progress in all areas.

File Description	Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Management:

The General body of the Management was constituted in the year 1906 with a view to provide educational opportunities to economically underprivileged sections of society. It is a registered body under the Karnataka Cooperative Societies Act and all the rules and regulations of Karnataka Cooperative Societies Act are applicable to the organizing and functioning of the Management. It is managed by a President, Vice President, Secretary, Joint Secretary, Treasurer. It has governing councils nominated to all the institutions run by it.

Principal and College Administrative Committees:

As functional and administrative head, the Principal pays special attention to smooth functioning of administrative and academic activities. Heads of all Departments and Office Superintendent help him in these matters. The administrative wing handles admission, examination, eligibility, records, interaction with stake holders. The Principal has formed various committees for monitoring and facilitating several activities organized by the College.

Service Rules, Procedures, and Recruitment:

The College is an institution coming under the Grant in Aid code of Government of Karnataka and the recruitment and service rules are in accordance with the Karnataka Civil Service Rules 1956. The recruitment of candidates is made upon obtaining approval from the Commissioner of Collegiate Education. The College has aided and un-aided employees. Unaided employees are appointed by the Management on its payroll when the Department fails to either appoint new faculty or depute staff from other colleges. The College follows the Rajya Vokkaligara Sangha's Cadre and Recruitment Rules.

The promotion policy:

The College does not have any separate promotion policy. List of employees eligible for promotion is sent to the Joint Director, Department of Collegiate Education for approval after passing a resolution in the Governing Council by the Management. In all the cases, Karnataka Civil Service Rules are applicable.

Grievance Redressal Mechanism:

The College has formed a Grievance Redressal Cell to address and resolve complaints and grievances, with the Principal as its head. The Cell receives grievances and complaints, written or oral, and holds discussions in meetings to find solutions.

There is an Anti-Sexual Harassment committee, whose object is to prevent cases of harassment and inquire into grievances of girl students.

Anti-Ragging committee has also been formed to deal with instances of ragging.

The other functions of the administrative structure, other than academics & administration are Library & Information, Physical and Cultural Education and student welfare

The library is well equipped with full-time dedicated staff who are responsible for effective administration of the library and its resources.

The physical and cultural department has a head along with coordinators to take care of the cocurricular activities and ensures the students participation and management.

The administration department has a full-time manager who is responsible for the entire office administration and effective utilization of the funds granted. He is supported by team to assist in the work.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The College provides the following welfare measures to its staff:

1. Provision of maternity leave as per the rules of Karnataka Government
2. Provision of first aid facility in the event of accidents during college hours
3. Provision of prioritised health check by Kempe Gowda Medical College Hospital and Research Center run by the Management.
4. Provision of prioritised dental check at Vokkaligara Sangha Dental College Hospital, run by the Management
5. Provision of fee concession to the children of staff of College and the Management for admission to professional courses in institutions run by the Management.
6. Payment of gratuity to Management employees
7. Jobs on compensation grounds are given in times of untimely death while in service of the employee, to the next of kin.

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:** 3.75**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**

2019-20	2018-19	2017-18	2016-17	2015-16
1	2	0	0	0

File Description**Document**

Upload any additional information

[View Document](#)

Institutional data in prescribed format(Data template)

[View Document](#)**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:** 0**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format(Data template)

[View Document](#)**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).****Response:** 1.25**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation /**

Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff**Response:**

The performance appraisal system is as per the guidelines of the Government of Karnataka, Ministry of Higher Education under the Department of Collegiate Education. All the teachers are required to fill a self-appraisal form every year. The staff members maintain a personal record of their various achievements and this is duly filled in. The goals and outcome of the year is also to be filled. It is then reviewed by the principal and a confidential report is prepared by the Principal. All the aspects of the college which influence effective teaching is mentioned in the form and the faculty members are required to fill in the effectiveness of it and also the hindrances encountered therein in implementing it.

Sanction of annual increment and promotion are based on the confidential report and results submitted by the principal to the Governing Council. After a perusal in the council and based on the recommendations put forward by the council members it is forwarded to the Management Council where after due discussions and deliberations it is sanctioned.

The Principal undertakes continuous evaluation of teaching and non-teaching staff, by considering the Biometric attendance system for punctuality, making sure that every teaching and non-teaching staff member abides by the code of conduct of the institution. There is a feedback mechanism for all the stake holders. Timely evaluation of the feedback is done and actions are initiated to improve the performance wherever necessary.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization**6.4.1 Institution conducts internal and external financial audits regularly**

Response:

The College undergoes periodical financial audit by internal as well as external auditors to maintain transparency.

Internal Audit:

M/S Rekha Associates, an accounting firm has been engaged for auditing of accounts and stock taking on a periodic basis. They certify the Receipts and Payments Account, Income and Expenditure Account and Balance Sheet of the College at the end of each financial year. They also assist the accounts department of the College in proper maintenance of records of vouchers, invoices, etc.

External Audit:

External audit of the books of the College is undertaken by the auditors engaged by the Office of the Department of Collegiate Education. Auditors from the Accountant General's office are sourced for this audit.

Note on funds:

College is recognized under Section 2(f) of the UGC Act. Hence the College does not receive any funds from any other sources for any purpose. However, the College is a grant-in-aid institution, and the salaries of its employees are paid by the Government of Karnataka.

Resource Mobilization:

The College comes under Grant in Aid code of the Government of Karnataka. Majority of students seeking admission under SC/ST and OBC categories are generally economically backward. They depend on scholarship provided by the Government. The College does not collect donation or capitation fee. The only source of funds for the development of the College is the management. The Management provides necessary finance for upgradation of the College in terms of infrastructure and equipment.

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The College comes under the Grant-in-aid code of the Government of Karnataka and hence the expenditure of staff salary is borne by the Government. The salary for the temporary, part time staff is paid by the Management.

The amount of money generated through collection of fees by the college is very less in keeping with the vision-mission to cater to the under privileged in the society. This is largely inadequate to support the college in all its spheres of activity and sustenance.

The College lends its premises for conducting competitive examination of the UPSC, State Public Service Commission, Banking and Insurance organizations. Premises of the college is also let out to other private organisations for conducting official programs which are granted approval after inspection of relevant documents. This is one source of income for the College. There is a well-defined mechanism in the Management, to monitor the optimum utilization of revenue so generated.

As per the budget proposals of the various Institutions under the aegis of the Management, funds are allocated for Library resources, ICT structures, conducting sports and cultural activities.

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 of the College is an active entity which is working for introducing quality practices and supervising the entire functioning of the College to ensure that its practices benefit the students and their overall progress. Some of these practices are:

1. Conducting of classes and maintaining punctuality.
2. Preparation of timetable and adjustment of classes when staff members are on leave.
3. Planning of remedial classes, tests, assignments, and coordination of these activities among the departments.
4. The IQAC has introduced students support activities like yoga, life skills development training, computer literacy classes and others.

5. Conducting recreational activities such as Ethnic day, Rainbow Week, Ganesha Chaturthi, singing and other competitions.
6. The IQAC has facilitated lecturers to attend seminars, workshops and faculty development programs.
7. The IQAC ensures that all eligible lecturers are deputed on University activities like BOS, BOE, squad members and evaluation in addition to exam invigilation duties.
8. The IQAC ensures that sports events, talents day, International Women's Day, national festivals, Teachers' Day and other important commemorative days are observed in the College.
9. The IQAC ensures that the Internal assessment marks are allotted in a transparent manner and ensures clarifications are given in case of discrepancies.
10. The IQAC ensures that all AQARs are submitted on time to NAAC and the activities are properly recorded in order to be well prepared for NAAC assessment.

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 and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC of the College is focused on learner-centric teaching process and has designed the teaching policy to assess and evaluate it. Accordingly, IQAC complements the teaching, learning activities, modifies them after an internal review. To evaluate learning outcomes, the IQAC periodically reviews teaching and learning processes and suggests regular expansion, upgradation and addition of requisite material, equipment and infrastructure. Therefore, the College has identified two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC

Review of teaching learning process:

Review of teaching and learning process is carried on after the announcement of results by the University. Emphasis is always laid on improvement of results in all the subjects. Teaching staff are motivated to be student centric and continually strive for improvement of results. Along with this appraisal of teachers by the College, continuous internal assessment of the students is also carried out through tests, internal exams and assignments.

In addition to the above measures, remedial classes for slow learners are also undertaken. Students with poor educational background who may not be able to cope with regular classes are identified and given support and extra attention in these classes.

The College focuses on all round development of students. Apart from the curriculum, the students are given ample opportunities to participate in sports and extra-curricular activities. This has resulted in improving the skills of students inside and outside the classroom.

To improve the teaching ability, some of the faculty members are sent to attend state and national level seminars, conferences, and workshops. They are also encouraged to attend refresher courses conducted by the University, pursue research activities, and submit articles to journals.

The following improvement has been observed :

- Faculty with PhDs has increased in this period of five years thus contributing to the enriching experience of the students.
- 2 smart classrooms have been established, more computers have been added, the library has computers, internet connection, facilitating learning.
- Feedback from students regarding effective curriculum delivery is taken. This is another review of the teaching-learning process. Various aspects like the adequacy of the curriculum to the present-day needs, completion of the syllabus in classes on time, extra time given to remedial teaching, special classes for problem solving are analyzed. This helps to review the entire process of knowledge transfer in the college.

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The College has a well-established mechanism for the promotion of gender equity. It has a Ladies Club which is actively involved in both the personal and career development of girl students. The Club takes special interest in furthering education of girl students after graduation and has instituted cash prizes for those who excel.

It conducts programs for health and hygiene of girl students and celebrates International Women's Day. It also conducts competitions and encourages girl students to take part in academic and non-academic activities.

The College organizes festivals in which girl students dress up in traditional attire and illustrate their respective ethnicities. They actively participate in all events and get the opportunity to showcase their culinary and other skills.

Male students are educated to treat girl students as equals and discrimination of any kind is strictly looked down upon. Equal opportunity is provided for their all-round development and progress. Ragging is prohibited in the College campus. This kind of atmosphere has encouraged girl students to actively compete and take part in the various activities conducted by the College.

Safety measures provided by the College:

1. The entire College campus is under CCTV surveillance. To ensure the safety and security of all the girl students as well as the women employed in the college, the prominent areas of the campus are under CCTV surveillance 24/7. We have zero tolerance policy for any violation caused to safety and security of women.
2. The staff of the College is entrusted with the responsibility of the safety and security of the girl students.
3. A separate common room has been earmarked for girls, as well as for women teaching and non-teaching faculty members.
4. The College staff supervise the activities of the students to safeguard their physical and mental health. This has resulted in a congenial atmosphere leading to inter-student harmony.
5. Students are required to have prior permission to stay on campus after college timings.
6. All gates of the campus have vigilant round the clock security.
7. Identification badges for all staff and students.

Girls' counselling

The College has a counselling cell for girl students. The College appreciates the need for counselling girl students who may have issues which may interfere with their education. Many girls face pressure from their families to discontinue education owing to social and domestic pressures. Senior faculty have proved to be very efficient and helpful in these situations.

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1. Solar energy**
- 2. Biogas plant**
- 3. Wheeling to the Grid**
- 4. Sensor-based energy conservation**
- 5. Use of LED bulbs/ power efficient equipment**

Response: E. None of the above

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

The Bruhath Bengaluru Mahanagara Palike (BBMP) rules require that the College segregates wet and dry waste from its daily disposals. Hence the College has adopted the practice of segregating wet and dry waste and accordingly dustbins for wet and dry waste are maintained at all places and the staff and students are educated about these facilities. Each room (staff room, office, room) is provided with a dust bin to segregate waste. Staff and Students are not to carry their lunch/drinking water in non-recyclable plastics bags/bottles. They are advised to use cloth bags and utilize the drinking water facility provided by the college.

The College does a periodic check on the condition of these dustbins and damaged dustbins are replaced immediately. To avoid the risk of malaria, cholera and other diseases that emanate from wet bodies, sanitation procedures are taken up periodically.

Our housekeeping staff who are nominated for cleaning are educated about various types of solid waste to organize, sort, and collect in separate bins for final disposal. Daily garbage is collected by housekeeping personnel and handed over to authorized personnel for further processing.

All wastewater lines from toilets, bathrooms etc. are connected to Municipal drainage mains.

The College has a BBMP approved and established waste disposal unit in its vicinity. The functioning, upkeep and allied processes of the unit are taken up by the municipality. Waste from the College is collected twice a week.

E-waste arising from old computer peripherals and electronic gadgets are periodically collected by waste management wing of the Management and is duly disposed of.

Similarly, library produces huge paper waste such as old books, magazines, and newspapers. Daily, around 10 different newspapers are purchased by the library. A great number of old newspapers is thus accumulated. All departments of the College produce solid waste in bulk such as paper. It includes old assignment books, answer sheets.

Disposal of scrap is handled in an organized manner which results in fetching returns to the Institution. Before disposal, it is essential that the scrap is segregated according to material, size, etc. In practice, it has been found that it is profitable to dispose the scrap directly to end-users rather than to middlemen which leads to lower returns. Therefore, the Management follows Auction and Tender methods for disposal of scrap in the College.

File Description	Document
Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

Response: C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

Response: D.1 of the above

File Description	Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Disabled-friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The College accounts for a vast composition of student enrolment from varied diversities and, in keeping with it 's vision and mission, provides education for all, irrespective of caste, creed, gender, religion, and socio-economic backgrounds.

Further, the College ensures inclusive environment among all its students through its curricular, co-

curricular and extracurricular activities. This is achieved through organizing various programs by the established committees of the college. These programs inculcate a sense of belongingness, unity and tolerance among students

The college undertakes various initiatives such as observing national festivals, conducting NSS activities that bring students and teachers with diverse background on a single platform thereby creating an inclusive environment for all. These activities help in developing tolerance and harmony towards culture, region, and linguistics. During the annual special residential camps organized by the NSS unit, students/volunteers from diverse backgrounds come together without any discrimination and understand the competencies required for group living, tolerance, national integration and social harmony.

The various cultural programs organized by the College celebrate the cultural diversity among students hailing from minority and backward communities as well as from various strata of society. They participate in such programs and exhibit their regional or cultural folk songs and dances. The harmony, social bonding, and co-operation among them during such occasions is noteworthy.

The college organizes special lecture programs, to impart thoughts and philosophies to commemorate the birth anniversaries of great leaders of the nation like Mahatma Gandhi, Swami Vivekananda and B.R Ambedkar, which helps to build peace and harmony in young minds.

Sports is like a matrix where students of all creeds, religion and socio-economic status have a level playing ground. It's a melting pot where all students have equal rights and opportunities. Sports events are, thus, an excellent opportunity for harmonious integration of students.

Thus, college has created a harmonious environment for all the students and staff.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

It is the responsibility of the teaching community to educate students about the Constitution and make them informed citizens as today's students are tomorrow's leaders. At a time when there are so many ideological clashes, rising intolerance among people of various communities, proper understanding of the Constitution, developing right attitude towards it and willingness to keep its spirit alive will make them patriotic.

The College has full-time experienced teaching faculty who are committed to the constitutional obligations of values, fundamental rights, duties, and responsibilities as enshrined in the Constitution of India. They are committed to the principles of equality, gender equity, are impartial and believe in equal opportunities for all sections of society. The students are made to understand their constitutional duties, obligations, rights and values by the teachers. They are taught the corresponding duty to every right that is available to an individual. The Directive Principles of State Policy, which forms the backbone of most of the legislations of India are made known to the student. The students are informed of any change in these constitutional rights. Healthy debates are conducted to discuss the effect of these changes and the students always have a vibrant and dynamic thought process and response.

The University has introduced Constitution of India as a non-core subject for all the degree students highlighting the importance of responsibilities as citizens of this country. The College understands this as the most important aspect of building the nation.

National festivals, internationally important days, public awareness rallies, guest lectures highlight the contribution of various renowned individuals and the challenges faced by them in achieving their goals.

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The Institution caters to the needs of the educational aspirants hailing from varied regions, languages, strata, religions, and communities. Hence it realizes its responsibility to develop an attitude of tolerance amongst the students by celebrating national festivals. These festivals imbibe patriotic feelings and a sense of belonging in the students. These celebrations include lectures that foster a feeling of national integrity amongst the students. The constitutional values of justice and equality (social, economic, and educational) for all are instilled.

The following are some of the national festivals observed by the College:

- 1. Independence Day*
- 2. Republic day*
- 3. Gandhi Jayanthi*
- 4. Vivekananda Jayanthi*
- 5. Kuvempu Jayanthi*

The College highlights the plurality and harmony in its students by observing national festivals such as Independence Day, Republic Day, Ambedkar Jayanthi, Gandhi Jayanthi, Kempegowda Jayanthi, and many other important days. The students are made to think and question social evils and divisive forces. The messages of Mahatma Gandhi about universal brotherhood and other thoughts propagated by great personalities like Dr. Ambedkar and Swami Vivekananda are introduced to students at every opportunity. The modern concepts of global liberalism are disseminated among the students leading to liberation from narrow-minded communalism.

NATIONAL FESTIVALS:

Independence Day, Republic Day celebrations take place with zest and fervor every year. Flag hoisting ceremony marks the event. This is followed by inspiring speeches and cultural programs.

GANDHI JAYANTHI CELEBRATION:

Gandhi Jayanti is celebrated every year on 2nd October. It is marked by prayer services and the messages of Mahatma Gandhi about universal brotherhood are expounded on this day.

VIVEKANANDA JAYANTHI:

Government of India has declared 12th January, the birthday of Swami Vivekananda, as National Youth Day and this is observed all over India. The goals for which he lived and worked could be a wellspring of motivation for today's Youth. The college NSS volunteers and other students arrange special lectures and participate in the program.

AMBEDKAR JAYANTHI:

The event is planned to bring out the multi-faceted personality of Dr.B.R. Ambedkar through speeches highlighting the importance of bringing Ambedkarite movement to the masses and in the mainstream media using and creating a unique cultural identity. Ambedkar Jayanti day brings out the sense of personal freedom and individual responsibility of every citizen to lead a dignified existence.

MAHAKAVI KUVEMPU JAYANTHI:

The College celebrates the event to make students aware of Kuvempu who was a champion for social equality and extensively voiced views against caste discrimination, gender inequality, and superstitions, which he believed were taking the society down a wrong path. Speeches are organized by eminent personalities to commemorate the event.

INTERNATIONAL WOMEN'S DAY:

International Women's Day is a global day celebrating the social, economic, cultural and political achievements of women. It is celebrated worldwide to spotlight women, their issues, recognize challenges and focus greater attention on women's rights and gender equality.

File Description	Document
Geotagged photographs of some of the events	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practice No.1: Title of the Practice: The resourceful classmate

Any resource inside or outside the classroom which influences a student positively deserves to be tapped by the institution. A resourceful classmate is like an oasis in a desert to anyone who is seeking to enrich his/her knowledge.

Objective of the practice

The objective of this practice is to make students believe in interdependence so that they can help each other and grow in their careers. An academically weak student will benefit by relying on a bright student. A bright student can learn different skills like patience, adaptability, learning to share by taking a fellow student under his wing. As the saying goes – "*Alone we can do so little; together we can do so much.*" The College aims to tap this resource and bring about greater success in achieving the goal.

The Context

The College provides formal support and encouragement through its staff and infrastructure. The lecturers are the main source of knowledge and learning for the students, followed by the library, internet and other learning modules. However, a student will find comfort in sharing difficulties with someone who is like him/her. The ease with which he/ she can speak his/her mind is a lot more with a peer rather than with a parent/ teacher. An intelligent classmate is a constant companion who lives for the entire period of the program with him and studies the same subjects with him thus adding a great deal of help to him. He will strengthen his own studies while he is offering the necessary help to others.

The practice of peer-to-peer learning serves as a foundation to prepare students to exist and thrive in their professional lives. It makes them better team players who can formulate ideas effectively, think out of the box and approach a situation from diverse perspectives.

The practice

"In learning you will teach, and in teaching you will learn."

The teachers of the college have identified students who are intelligent and have attitude to share what they learn. These students pay more attention in classes, follow up lessons correctly, and are always alert. Teachers have found that there is a marked progress in academics amongst slow learners when they team up for learning with brighter peers. Peer-to-peer learning can be best described as learning with and from

each other in an informal setting. It has been an integral part of a student's learning journey in the traditional educational set up. Any lacunae that they have may be overcome with the help of their intelligent classmates. Students form informal groups by themselves and approach one another to facilitate achieving higher goals.

Evidence of Success

The concept of '*Ubuntu*', a humanist African philosophy, is evidenced here, which means that a 'person is a person through other people'. The teachers of various departments have found a great deal of success by adopting this policy which is very useful and helpful for students' learning. Solving problems in Accounts and practising exercises in Grammar are evidence of success, after adopting this model of learning. Percentage of students understanding nuances in these exchanges has risen considerably. Hence, we can say this is time tested principle of teaching where the "Sahapathi" contributes as much as the teacher.

The problems encountered and resources required

Co-ordination and compatibility among students is a pre-requisite for this peer learning, and this proved to be time consuming. Further, the student tutors were not uniform in their ability and approach. The success is therefore, not uniform. In a co- education college, grouping has to be monitored according to sensitivities.

The challenges faced by the student tutors in this study were in the areas of:

1. Pupil's commitment,
2. communication,
3. time management and
4. limitation in teaching ability.

These challenges resulted in some students losing their enthusiasm to teach and their willingness to continue in playing their roles as peer tutor.

It was realized that by giving student tutors training/ opportunities to teach, this model would be more effective and would possibly be more popular. Students who were bright were also advised and encouraged to watch and observe the lecturers so that they could imbibe methods by which they could approach a problem and gain the ability to give alternative solutions, when the primary solution did not yield results.

Best Practice 2: Title of the Practice: Educate Her, Empower Her

Objective

The objective of the practice is to empower girl students in all spheres of life enabling them to become agents of social and economic change and inculcating ethical values for the betterment of self, family, and society. With the motto of "*Educate Her, Empower Her*", the College focuses on inspiring and strengthening their confidence to be future women leaders, entrepreneurs, instilling self-confidence in them and making them realize their potential.

Educating a girl is one of the best investments her family can make. It can be life-changing for girls, helping them develop to their full potential and putting them on a path for success in their life. We also

know that educating a girl in particular can kick-start a virtuous circle of development. Educated girls invest back into their families and communities in terms of good care and opportunity.

Context

'Let every girl child be educated, to kill the demon of gender discrimination in the society.'

A majority of the girl students in the College face numerous challenges on the home front as parents still discriminate against the education of the girl child. They are often demitted from College to assume family responsibilities as the parents do not see any direct relationship between education and economic betterment. This is a regressive thought and makes society devoid of persons who can usher in change. Education has propelled so many women to high positions and made them successful leaders. The College believes that it plays a very important role in encouraging girl students to not just complete their education, but to forge ahead in their lives towards greater goals.

The Practice

Keeping this goal in perspective, the Ladies Club of the College was established on 15th December 2003 and continues to encourage and motivate girl students. It has created a corpus fund through voluntary contributions from faculty members and the Management. The interest accrued thereof is used to award cash prizes to the girl students topping final year BA and B.Com. programs. This is to encourage them to continue their education and become self-reliant in the future and not become prey to aforementioned domestic pressures. The College has also seen other girl students get motivated by these incentives to perform well academically and overcome hurdles in their life obstructing their education. They are given extra benefits apart from educational support like career counselling, exposure to opportunities, making them realise the increasingly important role of women in society.

Evidence of Success

There is a significant increase in the number of girl students seeking admission to the College. Girl students take active part in the student body committees and other groups involving students. The Boy-Girl student ratio has increased drastically and one can see girls and boys in equal numbers. Girl students are a lot more decisive in their career choices and have therefore taken paths not chosen before.

Problems encountered & Resources required

A majority of girl students of the College were married at an early age and had to endure pressures of maintaining a family after marriage. So they were deprived of the opportunity and motivation to pursue education. It became an uphill task for the teachers to keep such students focused on education. Further, owing to parental and familial interference, drop out rate of girl students was high. Many girls who had been brought up in this atmosphere never realised the need of education and attended college without any thought about their future career.

The Ladies Club realized a need to educate families and parents of girl students about the importance of education for girls. Incentivizing performance in education was one step in this direction. More such steps need to be implemented so that the dropout rate decreases. Since the number of girls students getting admitted has increased, steps and schemes to retain their talent and potential have to be worked out. Examples of successful women in society can be shown to make students evince interest in education.

File Description	Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The College believes that higher education is no longer a luxury; it is essential for survival. Higher education is the modern world 's basic education.

The primary distinctive feature of the College is that a vast majority of the students come from economically weak backgrounds and have to seek employment for their livelihood and maintenance of their families. Students from low-income backgrounds are at a disadvantage from the start. Due to challenging home environment and the absence of mentors who can guide them, they tend to lag behind their city-educated peers. A failure to address these issues inhibits the educational development of these students and hence their economic growth also. Here is where the College steps in, with its distinctive feature of providing education at affordable fees. In fact, a survey of fee structures of nearby colleges will reveal that the College has the most nominal fee structure. As an added benefit, financial assistance is provided to students in dire circumstances by some of the faculty members.

More than half of the students of the College hail from reserved categories. Various factors like parents' education, access to modern facilities, communication skills and financial capability affect the ability of these students to pursue higher education. Many of the students are first generation learners whose parents disregard the concept of education and prefer to utilize the energy and enthusiasm of the students towards supporting the family. The College has been successful in levelling the playing field for such students by encouraging them and equalizing opportunities in education. Owing to the continuous efforts of the staff, their performance has been on par with other students. The College has also been successful in harnessing potential from its students and has made them conceptualise their dreams. The social harmony in the College has helped in boosting their confidence levels. The rapport between the teaching staff and the students has always been healthy, conducive, and energizing the spirit of learning. This is the second distinctive feature of the College.

In keeping with the Vision of the College – **“LIBERATE, STRENGTHEN, ENLIGHTEN THROUGH KNOWLEDGE”**, the College admits students without regarding their past performance and educational statistics. It provides avenues to kindle their interests to pursue dynamic and vibrant roles in society through various College and/or University conducted programs like NSS, cultural activities and a host of other extra activities. Individual talents are nurtured and the various events conducted by the College are a stimulus to showcasing these talents. The students are eager to exhibit their regional skills learnt in their formative years. These are character building activities and awaken the students' minds about their duty to society. Thus while education remains the foremost objective of the College, it gives equal importance to moulding quality citizens. The teaching staff take personal interest in the well-being and performance of the students. To realize the vision of providing an enriching environment of knowledge, values and culture,

the College is striving in areas of teaching-learning, co-curricular and extra-curricular activities to provide students the best exposure possible.

NAAC

5. CONCLUSION

Additional Information :

The College admits students irrespective of economic and regional backgrounds. Its goal is to impart quality education and even admits students who have secured just passing marks. It gives equal opportunity for such students who are first generation learners and who might have studied school and pre-university in vernacular languages.

The College harnesses their eagerness to learn and their hardworking traits to guide them in a direction in which they can carve a better future for themselves and also for their families.

Concluding Remarks :

The College has robust practices to track its goals and has milestones to track its progress towards these goals. Through its various councils and committees, it takes feedback from its relevant stakeholders. With its vision and mission as its guiding principles, the College looks forward to taking on new challenges in a dynamic environment, while maintaining the fabric on which it was founded and has developed thus far. The College also understands the hurdles in its way and is continuously devising ways to counter them and solve problems in a holistic way.

The College looks forward to improving student strength and mobilizing financial resources to improve the infrastructure and match the demands of the changing scenario of higher education.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
3.3.2	<p>Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years</p> <p>3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3</td> <td>2</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : DVV has not consider provided letter of appreciation by HEI.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	1	3	2	1	0	2019-20	2018-19	2017-18	2016-17	2015-16	0	0	0	0	0
2019-20	2018-19	2017-18	2016-17	2015-16																	
1	3	2	1	0																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	0	0	0	0																	
3.3.3	<p>Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)</p> <p>3.3.3.1. 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</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>4</td> <td>2</td> <td>2</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : DVV has not consider provided letter of appreciation by HEI.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	4	4	2	2	2	2019-20	2018-19	2017-18	2016-17	2015-16	0	0	0	0	0
2019-20	2018-19	2017-18	2016-17	2015-16																	
4	4	2	2	2																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	0	0	0	0																	
4.2.3	<p>Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)</p>																				

4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0.54572	1.22392	0.26275	0.39749	0.38833

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0.54572	0.03	0.26275	0.39749	0.41

Remark : DVV has made the changes as per provided report of audited statement by HEI.

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year**4.2.4.1. Number of teachers and students using library per day over last one year**

Answer before DVV Verification : 124

Answer after DVV Verification: 24

Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
9.61499	6.05051	9.38211	3.85831	8.32519

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
00	0.40	0.90	0.09	0.95

Remark : DVV has made the changes as per provided audited statement (maintenance) by HEI.

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**5.1.4.1. Number of students benefitted by guidance for competitive examinations and career**

counselling offered by the institution year wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
25	25	22	22	20

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : DVV has not consider provided report by HEI.

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

Remark : Certificates of attending professional development Programmes for 2018-19 has not provided by HEI.

7.1.5 **Green campus initiatives include:**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

Remark : DVV has made the changes as per provided report by HEI.

2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p>Number of sanctioned posts year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>39</td> <td>39</td> <td>39</td> <td>39</td> <td>39</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>17</td> <td>20</td> <td>20</td> <td>18</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	39	39	39	39	39	2019-20	2018-19	2017-18	2016-17	2015-16	16	17	20	20	18
2019-20	2018-19	2017-18	2016-17	2015-16																	
39	39	39	39	39																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
16	17	20	20	18																	
2.2	<p>Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>11.42</td> <td>11.54</td> <td>18.53</td> <td>20.05</td> <td>17.35</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>09.42</td> <td>10.03</td> <td>17.53</td> <td>18.40</td> <td>15.35</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	11.42	11.54	18.53	20.05	17.35	2019-20	2018-19	2017-18	2016-17	2015-16	09.42	10.03	17.53	18.40	15.35
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