



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**BES EVENING COLLEGE OF ARTS AND COMMERCE**

NO. 27, 16TH MAIN, 4TH BLOCK, JAYANAGAR, BENGALURU- 560011  
560011

[www.beseveningcollege.in](http://www.beseveningcollege.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**March 2020**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

BES Evening College of Arts And Commerce was established in the year 1984. The College belongs to Bharath Education Society founded by a great visionary, Sri. Lakke Gowda. As per the vision of Bharath Education Society, BES Evening College of Arts and Commerce is a Grant-in-aid college and is located centrally in the city. It has dedicated itself to the service of the community.

Our college understands the urgent needs that compel higher education institutions to bring about the required changes which will equip our students with global competencies and help launch them into successful careers and more importantly good, responsible citizens of the country. So, the college has a vision – mission which strives to bring this out to its maximum level.

First of all, our college is an evening college. This states the underlying fact that students who are unable to go to day college enroll with us. These students are working professionals who have a lot of commitments in life. They have family obligations and responsibilities, financial commitments, working mothers with infants, single earners for the family, students whose parents are unemployed or domestic workers etc. In situations like these, it becomes a compulsion for them to work and earn a livelihood. But what is laudable is the yearning for an education. Our college steps in here to fill the gap between the compulsion to work and the yearning for an education.

The fees charged by us is very reasonable compared to the fee structure of the neighbouring colleges. The facilities that are provided to our students are on par with any day college. We try and ensure that our students are integrated into the mainstream of education in every aspect being infrastructure, academic activities like workshops, guest lectures and seminars which give them an extra knowledge; field trips and Industry visits which expose them to the real world; extra- curricular activities which bring out their hidden potential.

Our aim is to try and provide them with a 360degree exposure to mould them from individuals to personalities.

### **Vision**

**THE COLLEGE STRIVES TO PROVIDE EDUCATION AT AN AFFORDABLE LEVEL TO ECONOMICALLY AND SOCIALY UNDER PRIVILEGED EMPLOYED STUDENTS BY FOSTERING A COMPREHENSIVE AND ENRICHING ENVIRONMENT OF KNOWLEDGE, VALUES, SERVICE AND CULTURE**

### **Mission**

- **To equip students with skills to respond to challenges of society**
- **To provide a holistic education to sustain individual, humanitarian, career successes in a multi-cultural society.**

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

### Institutional Strength

- The college has a well defined vision mission statement with clear objectives and these are stated and communicated to all the staff and stake holders. The website has published all the requisite information.
- The college caters to economically and socially backward students and the fees charged is the lowest among the other colleges in the vicinity.
- The college is centrally located and is accessible by public transport.
- The campus is large and filled with greenery and sports facility.
- MOUs are signed to facilitate exposure and learning in the students.
- Experiential learning is emphasized by using ICT, field trips and industry visits.
- Evening college students are motivated to volunteer for NSS and the college has a self-financed unit.
- There are seven PhD holders out of ten full time teachers and one PhD among part timers.
- Four faculty members are awardees from various Government and non-government bodies.
- Four faculty members are research guides for various universities.
- Six certificate courses are offered to increase the knowledge base of the students.
- The faculty has created a 'Poor students fund' and contributes towards the fees of poor students.
- There is a transparent mechanism of financial matters with internal and external audit in the college.
- The best practice of disseminating knowledge among peers and guiding school children about careers is a laudable achievement.
- Faculty has published widely in UGC recognized journals.
- The library has a display of rare and old manuscripts
- Students are sent for internship and on the job training to different industries and companies.

### Institutional Weakness

- The college does not have many programmes apart from BA and BCOM.
- The college also does not have a PG centre and research centre.

There are no major and minor UGC projects post accreditation

### Institutional Opportunity

- Nss can be further developed to include more activities
- More MOUs can be signed with Industries and Companies to provide opportunities to students.
- To create a completely plastic free campus.
- Sports MOUs can be signed with sports academies to enable our students to pursue a career in sports.
- to increase ICT facilities in college.

### Institutional Challenge

- To increase admissions in college as there are many evening colleges in the vicinity.
- Many students are drop out readmissions. to help them clear the examinations is a challenge.

- Our students have a lot of financial and family commitments. to motivate them and streamline attendance is yet another challenge.
- some of our girl students face stiff resistance at home to attend college and to convince the family to enable them to continue the studies is also a challenge.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

The college adheres to the syllabus set by the affiliating university, but ensures **various methods** for **effective curriculum delivery** where the stakeholders benefit the maximum. **Academic calendar** gives an outline of the events planned through out the year which is in alignment with the university calendar of events. This is in the **website also**. This is of particular importance to students because they are working professionals and it helps to chalk out their time and schedule better.

As for the faculty, a **lesson plan** helps plan the syllabus into neatly deliverable units. As a review of this, **work diaries** are maintained which is a record of the day to day unitization of the syllabus.

**Time tables** are drawn to schedule time slots for the subjects in a methodical manner and these are displayed on the notice board and also **posted in the WATS app groups** created by class representatives. All the updates regarding the coverage of the syllabus, time tables for classes, examinations, bridge courses, remedial classes and internal assessments are updated through WATS app and regular **sms messages** from college.

The curriculum incorporates many **subjects** which help students have a cross cutting edge over other technical subjects.

Further, in order to sensitize the students and expose them to issues and create awareness, a number of **certificate courses are offered** to them. This is of particular importance to evening college students as they are forever on the look out for avenues of knowlwdge acquisition. The college in the past five years has provided **nine** such courses and have been **repeated** for the benefit of the students.

Various **committees and cells** in college actively organize seminars, workshops, guest lectures to enrich the knowledge base of the students.

Departmental **field trips, Industry visits and educational tours** are regularly conducted to ensure that the students are exposed to first hand knowledge of the various aspects in the curricula.

**Feedback** from the students is collected and appropriate action is initiated. Curriculum is a major section of the feedback and various certificate courses, changes in the manner of delivery is largely incorporated from the feedback.

### Teaching-learning and Evaluation

**Orientation programme** is conducted at the commencement of the year wherein the students are introduced to the various departments, committees, cells, facilities, activities and events of the college. **A bridge course** is organized to facilitate students from other streams at entry level. Our students **work during the day** and come

in the evening for classes. **Innovative teaching strategies** like **Screening of movies where novels are cinematized, collage making by the students for certain topics in History, kannada, English, and student centric methods** like **group discussions, debates, field trips, Industry visits, problem solving sessions, sessions by advanced learners, ICT tools**, are employed to make learning more interesting and captivating. Apart from these, workshops, seminars, guest lectures are regularly conducted.

Students from other states are also given admission but their percentage is less. Further, motivating students who work to enrol for an education is a challenge. Constricting situations and contexts limit their enrolment. But the college takes strident steps to remedy this. Faculty go to malls, supermarkets, banks, hotels in the vicinity and try to motivate many into seeking admission. This not only has a vested interest, but is also service oriented.

Our faculty is on the Board of studies and Board of Examiners in the University as well as many autonomous colleges.

We have **seven** Doctorate holders amongst **ten** full time teachers. **Four** faculty members are **research guides** for various universities. **Four** faculty members are **recipients of awards** from local bodies in recognition of their contributions to the teaching field.

Further the **field trips and educational tours** conducted by the college are documented with reports about them. The students are continuously evaluated on their participation in **group discussions, paper presentations and class tests**.

The students who are part of **remedial classes** are given **extra tests** to come on par with the others. Certain subjects have shown **considerable improvement in results** due to this.

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

The college has established various cells to ensure holistic development.

Parisara Mitra: Eco club

The awareness of conserving our energy and preserving our eco system has led to the establishment of the Eco-club. **documentaries** are frequently shown to note the degradation of our environment and the steps that can be taken to prevent further deterioration. **Open House** is conducted where group discussions are conducted regarding problems faced and solutions to preserve our ecosystem. students prepare **seed balls, collage on eco topics**.

**Dhaarini**, the women empowerment cell conducts workshops and organizes lectures which **sensitize** students. These extensions help them to have an edge in learning cross cutting issues in gender and discrimination.

Another noteworthy initiative is **screening of rural games** which gives our students knowledge about rural games which are fast disappearing in the cosmopolitan culture of our cities. **The sports department** regularly conducts this.

**Yoga** is another major aspect which has been taken up. Yoga demonstrations are conducted by professionals and classes are conducted where simple asanas are taught to the students. **Meditation** in a simple, yet effective way is taught and this has had profound benefits to our students. After an exhausting work day, the students come to college and a quick meditation session helps them to rejuvenate their minds and concentrate better in the classes.

NSS unit was sanctioned during the year 2016-17 under Self- Financed category.

Some of the noteworthy initiatives taken by the NSS unit are as follows.

- **Swachatha programmes:**
- **Plastic free campus:**
- Cleaning the environs of the college
- **Jathas/rallies** are taken out to spread awareness about cleanliness, no plastic usage, segregation of waste and the need to educate the girl child.
- **Special camps** to educate the citizens about water borne and mosquitoes borne diseases were conducted.

All these activities have helped the students in the following aspects:

- The spirit of service to humanity has impressed each and every volunteer.
- Regular screenings of documentaries regarding water conservation, saving our eco system, etc have had a huge impact on our students and they have realized the importance of these.

### **Infrastructure and Learning Resources**

Our college campus is spread across 4.3 acres of land and is filled with greenery. Located in the heart of the city, it affords this space to students.

Our college has classrooms with green boards, a business lab, a resource centre with internet connection in the library. Apart from this wi-fi connectivity is available in all the class rooms. LCD is available for teaching and also for student presentations in the lab as well as the library. The seminar hall is also fixed with LCD where seminars and workshops are conducted.

Extra-curricular activities are an important aspect of holistic development of the students. Regular sports activities are conducted in the sports ground. Athletics and other events like high jump, long jump, javelin throw, discus throw, kho-kho are conducted in the sports grounds. Vivekanda Cricket Academy gives cricket coaching. Badminton, basket ball courts are also used.

Students of our college look forward to these and other cultural activities as it gives them a platform to showcase their talents and abilities. Being in an evening college, the students realise the value of these activities and participate with much gusto.

Library is a learning space and our college library is well equipped with books, e-journals, multimedia CDs, internet, magazines and newspapers.

Maintenance of the infrastructure and campus is well taken care. There is an estate officer who looks into these.

The management also has a committee to look into developmental activities of the college.

### **Student Support and Progression**

The main aim of our college is to be of assistance to the students in their endeavour to gain knowledge and have experiential learning. The entire process is facilitated in terms of regular classes, exposure to extended activities through various cells, committees; further, workshops, seminars, guest lectures are regularly conducted to ensure that the learning is a meaningful experience. For the benefit of the students from other streams, bridge courses are conducted to facilitate easy integration into the courses. Slow learners are inducted into remedial teaching to bring them on par with the other students.

The college has a placement cell, anti-ragging cell, students' grievance cell, women empowerment cell and yoga cell. Regular activities are conducted in these for the students. Apart from these, there are various committees like cultural committee, sports committee, NSS which work towards the holistic development of the students.

Progression of the students into higher studies is tracked and a lot of motivation by the mentors helps in this regard. Placement is also done by inviting certain agencies which help to recruit students into jobs. Since most of them are already employed, the rate of placements through these placement agencies is limited.

The college has created a poor students fund wherein the teachers contribute towards the fees and admission of the students. Various sources are tapped like NGOs to help students with their admission. Apart from these, philanthropists, alumni also contribute towards students admission.

The college has an impressive alumni profile. Many are in very high posts in the government. Our students have occupied positions of mayor, corporators in the corporation, well placed advocates, corporates, teachers, accountants, and chartered accountants. Some of them have passed the Karnataka state education test and are employed as government teachers. Some have also passed Karnataka employment Test and are working as second and first division clerks.

The college has entered into MOUs with various organizations and inducts students into various activities which orient them towards their rights, values and culture.

### **Governance, Leadership and Management**

Our college has a well developed mechanism of governance and leadership. Ours is an aided college under the banner of Bharath education Society. A director is nominated as the chairman of the Governing council of the college. There is a governing council meeting every month and proposals, issues, increments and other subjects are put up and after due deliberations it is forwarded to the management council for further discussion and due action.

IQAC looks into all the academic and administrative work of the college. All programmes conducted by various departments, cell committees have to adhere to the academic calendar. Staff members are encouraged to participate in seminars and workshops and a subscription limit of one thousand is given by the college for this purpose. Both teaching and non-teaching staff are granted this opportunity. Organizing seminars at the state and national level, conducting workshops, guest lectures, field trips, educational tours are all under the purview of

the IQAC. ICT is emphasized by the IQAC. Faculty are encouraged to use LCDs to teach and often PPTs are used to teach. At times screening of movies is also done by a few departments. You tube clippings; documentaries, etc are shown to the students.

The college is empathetic to the needs of the staff members. It has a number of measures for the benefit of the staff. The college understands that the success of dissemination of knowledge begins from the well being of its staff.

Appraisal is done regularly in the college at the level of students, alumni, faculty members, non-teaching staff, principal and the management.

Audit is yet another important aspect in the governance of the college. Audit of accounts is done twice a year and an external audit is done once a year. A proposed budget is drawn up and there is a statement of the actual expenditure incurred.

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

Our college firmly believes in inculcating a strong value system by incorporating the culture of our country in our students.

Our college has two best practices which reflect our vision-mission statements.

The first practice is **JNANA PRASAARA: KNOWLEDGE SHARING.**

This is a practice which involves teaching of Tally to students of both BA and B.com by students who are well versed.

Student-teachers are growing in number as they realize that their service is needed and appreciated by many in the college.

The second practice is **Margadarshi: Career Counseling and Study tips to School children of Bharath Education Society.**

This best practice involves students of our college from different streams, who are working in various companies in different capacities. These students go to the school and address the school children regarding different streams and subjects available after tenth standard. These are conducted in three to four sessions during the midterm of the school. The school authorities and our college concur that this is the right time for the school children to make decisions regarding the choice of their future streams of study in Pre-university level. ( 11th & 12th)

Selected students from our college go well prepared with statistics and their own personal experiences in making career choices and counsel the children accordingly.

Further, our students also give study tips to children for better management of the study material.



Apart from this, our college is also aware of the ecological importance of having a green campus. There are around fifty trees in the campus and many small plants. The edging is landscaped with decorative plants and the ambience is one of calm and tranquility. This is definitely an added point for our college because, situated in the heart of a growing commercial area, our campus is vast with greenery. The students, especially in the evening college feel it as an advantage because they come after a long day's of work and find it relaxing to attend classes.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	BES EVENING COLLEGE OF ARTS AND COMMERCE
Address	No. 27, 16th Main, 4th Block, Jayanagar, Bengaluru- 560011
City	Bengaluru
State	Karnataka
Pin	560011
Website	<a href="http://www.beseveningcollege.in">www.beseveningcollege.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	T. Venkatesh Murthy	080-26638415	9448949399	080-22447067	besedceve@gmail.com
IQAC / CIQA coordinator	Rekha Kowshik P R	080-29538415	9945546840	080-29638415	rekhakambar@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Evening

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	14-06-1983

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

State	University name	Document
Karnataka	Bangalore University	<a href="#">View Document</a>
Karnataka	Bengaluru Central University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	22-04-2010	<a href="#">View Document</a>
12B of UGC	05-12-2011	<a href="#">View Document</a>

**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	No. 27, 16th Main, 4th Block, Jayanagar, Bengaluru-560011	Urban	4.3	12833.44

## 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	BA,Arts	36	PUC	English	200	59
UG	BCom,Commerce	36	PUC	English	200	77

### 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				7				1			
Recruited	0	0	0	0	5	2	0	7	0	1	0	1
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				2			
Recruited	0	0	0	0	0	0	0	0	2	0	0	2
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				5
Recruited	5	0	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	1	1	0	2
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	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	4	1	0	0	1	0	6
M.Phil.	0	0	0	1	0	0	0	0	0	1
PG	0	0	0	0	1	0	0	0	0	1

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	1	0	0	1
M.Phil.	0	0	0	0	0	0	1	0	0	1
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	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	4	1	0	5

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

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

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	172	3	0	0	175
	Female	171	1	0	0	172
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	46	41	40	41
	Female	29	32	40	42
	Others	0	0	0	0
ST	Male	9	3	4	4
	Female	6	2	2	3
	Others	0	0	0	0
OBC	Male	189	137	104	111
	Female	55	56	67	91
	Others	0	0	0	0
General	Male	4	12	12	10
	Female	2	5	13	10
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>340</b>	<b>288</b>	<b>282</b>	<b>312</b>

## Extended Profile

### 1 Program

#### 1.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
113	113	113	113	113
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

### 2 Students

#### 2.1

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
312	282	288	340	372
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
40	36	29	31	30



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

### 2.3

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

2018-19	2017-18	2016-17	2015-16	2014-15
67	96	91	111	125

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

## 3 Teachers

### 3.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
09	09	10	11	11

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

### 3.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
09	09	10	11	11

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

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 8**

**4.2**

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

2018-19	2017-18	2016-17	2015-16	2014-15
8.38	14.43	3.60	10.47	8.98

**4.3**

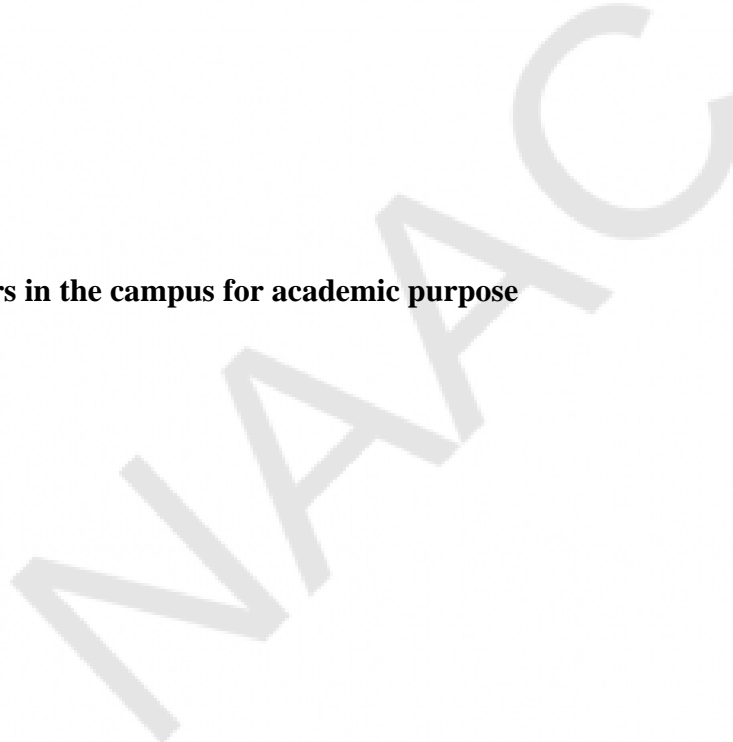
**Number of Computers**

**Response: 51**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 45**



## 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 IQAC looks into all curriculum related issues like certificate courses, guest lectures, calendar of events, remedial classes etc.

The college has a well documented system to ensure and documentation and is continuously striving to effectively implement the university syllabus through systematic planning and execution.

The IQAC plays a crucial role in ensuring curriculum delivery.

**The Prospectus** of the college clearly mentions the courses offered, the papers of particular subjects, the evaluation process of the internal assessment and due weight age assigned.

- **Academic calendar of events** mentions the various functions conducted in the college, the month of the internal assessment tests, field trips etc
- **Regular departmental meetings** are conducted and allocation of subjects is done by the Head of the Departments to faculty members based on the areas of specialization through discussions.
- A **lesson plan** of the prescribed curriculum by the university is prepared where the syllabus is chunked in a proportionate manner throughout the semester with the number of hours allotted to each subject in a printed format.
- Further, a day wise execution of the plan is done through the **work diary**.
- **Review meetings** are conducted by the principal and the heads of the departments to ensure coverage of syllabus in classes and also plan special classes and remedial classes.
- **Feedback from students** regarding effective curriculum delivery is taken and analyzed.
- **Result Analysis** is done regularly and submitted to the college governing council to plan strategic measures to improve the results of the students.
- **Field trips and Industry visits** are conducted every year to different places so that a student gets an opportunity of attending a minimum of three field trips or industry visits. This activity is being conducted to supplement the curriculum.

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

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

**Response:**

Planning is an integral part of development and progress. Our college has a strategic plan in place to cover academics, co-curricular and extra-curricular activities for the students. At the beginning of the academic year, the IQAC draws up an academic calendar of events and all the departments are apprised of it in the staff meeting. The faculty members plan accordingly and the IQAC insists that varied programmes and innovative teaching methods are incorporated in the lesson plan of the faculty members.

The academic calendar clearly outlines the number of activities to be held in the coming year. Committee convenors are apprised of this and they plan the events for the activities accordingly. To mention an example, Celebration of National and Regional festivals are outlined in the academic calendar and the required arrangements, cultural activities and other related work are assigned to the concerned committees. This is the same with all the events.

Examination is the real call of the students and the examination committee is apprised of the time of the internal assessments and the distribution of assignments, project work etc is taken care of by the respective faculty members.

The calendar of events is displayed in the website and a news flash is also put up on the website so that all the stakeholders are aware of the events happening in the college.

The internal assessment test dates are also displayed on the notice board of the college, SMS alerts are posted to all the students about all the events in advance and the students are thus aware and ready for the upcoming events whether curricular, extra-curricular or co-curricular in nature.

This preparation of the academic calendar prepares the students and faculty members with a mindset of efficiency.

The college follows the academic calendar issued by Bangalore University for the II and III year degree courses. After the trifurcation of the Bangalore university in the year 2018-19, the college is now affiliated to Bengaluru Central University. Hence for the I year degree course, the college follows the Bengaluru Central University academic calendar.

The college Academic calendar is prepared based on the affiliating university calendar of events in consultation with the Principal and it is brought to the notice of the students at the beginning of the academic year during Orientation programme. It is displayed on the notice board and also uploaded on the college website for the benefit of the stakeholders. All events like, departmental activities ,tests, examinations, IQAC seminars, conference, workshops, Sports events, cultural events & NSS activities, celebration of National and local festivals, Yoga sessions, Programmes by various cells and committees, field trips and educational tours are detailed in the academic calendar and the staff members adhere to it.

The internal assessment consists of attendance, participation in extra- curricular activities, assignments on subject related topics, and tests. Timelines are drawn to submit these to the examination section for further computation and entry.

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

**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	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 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:** 2

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

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

**Response:** 22

**1.2.2.1 How many Add on /Certificate programs are added within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
6	4	4	4	4

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

### 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:** 54.09

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
285	205	120	115	115

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

## 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:**

As per the curriculum of the affiliating university the cross cutting issues such as gender, Environment & Public health, science and society, value education, Business ethics, culture and diversity Indian constitution and Human rights, Computer fundamentals, e- business and accounting, are part of the non core subjects supplementing the core subjects.

Realizing the importance of these issues, the college takes initiatives to conduct **workshops, seminars and guest lecture** to sensitize the students.

**Gender:**

- , the Forum for Women Empowerment & Anti sexual harassment, focuses on gender sensitization, and **techniques of self-defense**

A **Memorandum of understanding** has been signed with the Rotary wing called **Green Brigade** to conduct various programmes related to the conservation of the environment. **Group discussions, collage**

**competitions screening of documentaries** are regularly done.

A **pledge** is taken by the staff and students to maintain a clean, plastic free campus and reducing wastage of water and electricity.

### **Human Values**

A **Memorandum of understanding** has been signed with Samvada Yuva Sampanmula, an NGO, actively involved with creating awareness about issues of the youth, inculcating human values, and sensitizing them about various issues in the society. Some of the initiatives have been street plays involving our students, skits, and group discussions.

### **NSS**

Swachhata programme where in cleaning the campus and the environs of the college, special camps to villages to spread awareness of hygiene and also clear clogged drains, distributing medicines to the flood hit areas of Coorg are a few initiatives taken by the college.

- **Anti- Ragging Cell**

This ensures that there is no ragging of students in the campus and strives to foster a sense of security and well being in the students.

The Cell also conducts **guest lectures by Police Personnel** to create awareness among the students.

Courses which address these issues:

**1. Environment and Public health:** This paper addresses issues of the eco-system, bio-diversity, natural resources, energy conservation, pollution and its varied causes, waste management and general sanitation in society.

**2. Cultural diversity and Society:** This aims at an understanding of Indian culture, its diversity and society. The richness of diversity and also the problems it entails, the various difficulties faced by rural societies are studied. This helps to instil secular values of tolerance, harmony and peace amongst the citizens.

**3. Science and Society:** This aims at creating awareness about scientific temper in society. In an age where fundamentalism, communal disharmony and other illogical forces are threatening to take over, Science and Society aims to instil a scientific temperament and rational thought in the students.

**4. Value Education:** This subject is much needed in the wake of the rapid progress of technology. Values and morals seem to have taken a back seat. The finer skills of operating with a value system in society are reinforced here.

All these help in fostering values like

1. Positive thinking

2. Perseverance
3. Inculcating honesty & trustworthiness
4. Developing an accountability for one actions

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

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

Response: 3.54

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	4	4	4

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 3.53

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 11

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



## 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:** E. None of the above

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

**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:** E. Feedback not collected

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

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 29.7

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

2018-19	2017-18	2016-17	2015-16	2014-15
141	116	90	121	126

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
400	400	400	400	400

#### File Description

#### Document

Institutional data in prescribed format

[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:** 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
40	36	29	31	30

#### 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:

**Counselling and Admission Cell:** Teachers in the admission committee counsel the students' regarding the various courses at hand and its implications for a future career prospect.

**Orientation Programme:** An orientation is done in the first week of the re-opening of the college to enable the students to know about the various facilities in the college campus like '**poor students fund**', **Payment of fees in instalments, free ships, minority scholarships alumni endowment scholarships, financial assistance from philanthropists, SC/ST scholarships, Bus/Metro pass assistance are provided to the students. Regarding other facilities like 'PG accommodation, ladies hostel facility, canteen, bank, stationery shop, sports equipment shop** are being informed. . In addition to this, various co-curricular and extra-curricular activities are conducted in the college. Vivekananda Cricket Academy provides cricket coaching, and yoga training by the cell Yogashree.

The information of evaluation with internal assessment, field trips, reports about visits etc are discussed in the orientation programme.

**Bridge Courses:** Students from other disciplines are being given bridge course during the initial class hours of the semester, to familiarize them with the current syllabus and establish a link to the past syllabi in the previous semesters. Fundamentals and basics are taught periodically for the better understanding of the students.

**Problem solving sessions:** Students are given problems or questions and encouraged to solve or answer it in groups, thereby creating a healthy competitive spirit in the class.

**Remedial Classes:** Remedial classes are conducted for slow learners and these benefit them largely and slowly they are brought on par with the other students in the class.

**Workshops, Guest lectures & Seminars:** Regular workshops, guest lectures and seminars are conducted to enhance the subject knowledge of the students. Experts in the field are regularly invited to address the students so that an exposure into the wider academic world is given. Our students are largely working employees whose area of exposure to academics is limited. With these interactions the students get an idea of the academia and motivated to take up higher studies.

**Certificate programmes:** MOUs with various organizations are signed for the benefit of the students to gain expertise. The college ensures that the maximum can be done with the available resources for the benefit of the students.

**Advanced Learners:** Students who are well versed in certain subjects, concepts are made group leaders and help the slow learners to overcome the hurdles and improve. The advanced learners emerge themselves as group leaders and are helpful in effectively solving doubts and problems of other students.

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

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

**Response:** 35:1

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

## 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 has always emphasized on student centric methods and has a number of initiatives to ensure the success of these.

At the beginning of the academic year, students are given a copy of the prospectus. Further, teachers discuss the lesson plan and the academic calendar to be followed for the semester. In addition to the chalk and talk method, teachers use various methods like PPTs, video clippings, charts, maps, graphs etc.

Advanced learners are encouraged to present **class seminars** with the guidance of respective subject teachers.

**Group discussions** are conducted on a regular basis which motivates the students and helps them to get familiar with the subject. In this GD students are given responsibility of a group leader to lead the discussion and a secretary to make note of all the deliberations. This develops various skills like original thinking, speaking skills and also leadership qualities in the students.

**Field trips, Educational tours** are conducted on a yearly basis and the students submit a report on these.

**Guest lectures** on different current topics are arranged to expose the students to varied issues and is followed with an informative question – answer session and **open house discussions** are arranged for the benefit of the students.

As part of internal assessment, **class assignments** are given focusing on self-study and independent learning. The students are also assigned **group projects** which are submitted in CDs after a presentation. This promotes peer learning and helps build a team spirit. **Student study groups solve problems** in class and also undertake to help other students with problem solving. **Students** who are **well versed** in certain subjects like Tally etc come forward to **teach other students** in the college which promotes peer learning.

The college organizes **workshops, seminars** by inviting experts in the field, reformers and thinkers, legal

practioners from reputed organizations. The intention is **to create a link between the subjects** studied in the syllabus **with the practical applications** in the industry or the society at large. The knowledge bank of the students is enriched with this.

Students are guided to use IT-enabled tools like PPTs, video clippings in presentations at student seminars in class to encourage them to the creative side of learning.

All the **workshops and seminars conducted** with faculty guidance which enables the students **in independent thinking** which helps them to meet the challenges of competitive world and also at work places.

**Assignments** are designed to encourage **a holistic understanding** of concepts taught in the syllabus. The students submit the assignments in blue books to the respective teachers who evaluate and award internal marks.

**Co-Curricular activities** are regularly conducted wherein the students participate in collage, debate and essay competitions with topics which are extensions of the syllabus.

Committees like NSS, Dharini,( Women Empowerment and Prevention of sexual harassment cell) Anti-Ragging cell. **The college has entered into MOUs with various NGOs** to help students to participate in community work, which helps them to gain experiential learning

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

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

#### Response:

Teaching is a participative learning process. There are many ways in which this can be implemented in colleges. Our college emphasizes on innovative and experiential teaching methods to teach students. This is of particular importance to us as we are an evening college which caters to a very diverse group of students who are adept in multi tasking; the students are working professionals during the day and students in the college in the evening. The faculty put their best forward to make their learning process as interesting as possible.

In this direction, ICT is largely depended upon to make concepts clearer to the students. Most of the faculty use this in the business lab and also the library where LCD fixtures facilitate this.

The English and Kannada departments regularly screen movies which reflect certain lessons taught in the syllabi. For example, movies like ‘Ghataradha’, ‘Samskara’ which are epoch creating films are shown and literary texts as film texts are taught to the students. Certain other films like ‘Dweepa’, ‘Bharath Stores’ reflect the onset and consequences of globalization, consumerism and developmental ideologies.

Department of Commerce regularly uses PPTs for further clarity in explain concepts.

Youtube is yet another major source where students are exposed to short clips of certain concepts. Environmental issues, yoga and gender issues are also covered under ICT.

Since participative learning is another major concept, faculty encourage students to make power point presentations of topics distributed in class. Reports of field trips, industry visits are all documented and at times presented as PPTs by the students. All these are given due weight age and considered for continuous evaluation for internal assessment

File Description	Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	<a href="#">View Document</a>

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

**Response:** 20:1

#### 2.3.3.1 Number of mentors

Response: 16

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
Mentor/mentee ratio	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

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

**Response:** 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 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:** 49.21

**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**

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	4	4	4

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

**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:** 43

**2.4.3.1 Total experience of full-time teachers**

Response: 387

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

**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

The mechanism for internal assessment is very much intact and transparent which is maintained and monitored by the members of examination committee.

The college adheres to the rules and regulations of Bangalore University and Bengaluru Central University for the internal evaluation. But improvisations to ensure the robustness of the system have been undertaken.

This process is conveyed to students and parents during the **orientation program** at the beginning of every academic year.

**Notifications** about tests, assignments and university examination schedules are **displayed on the college notice board** and **messages are also forwarded through SMS** well in advance to enable them to prepare for the same.

**The internal marks** of the students are **displayed on the college notice board** for a specified period of

time. Any discrepancies noticed by the students are rectified by the office and the same is forwarded to the affiliating university portal. Bengaluru Central University has a unique transparent and robust system, wherein **the marks forwarded to the university portal gets reflected in the students' portal** for their information.

There is a methodical progression in these assessments. **Bridge course** at the beginning of the semester has an MCQ test. Then, **reports on field trips, educational tours** etc are evaluated. **Class seminar presentations, group discussion presentations** are all taken into account along with **participation in cultural, sports and NSS events** for continuous evaluation. Further, **Tests** are conducted according to a pre-notified schedule. The corrected answer scripts are distributed to the students. Slow learners and absentees are permitted to improve their marks by redoing the project, assignment or tests, if they have scored low. **Remedial classes** are also taken in this regard.

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

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

#### Response:

Examination committee is apprised of the examination related grievance of the student from the college office. The committee with the superintendent goes through the grievance and if need be, solve it on a one to one basis.

Any grievance relating to delay in declaration of results, non- issue of marks card, correction of errors in the marks cards etc are forwarded to the university by the college. Ours being an evening college, the time gap between our working hours and the university working hours are different. Hence an office staff in charge of examination section is deputed to follow the grievance case during university working hours to help the student. If a grievance case needs record verification, then, an office copy of internal marks, assignments, attendance are also forwarded to facilitate quick redressal.

At the college level, the test papers are corrected and distributed to the students. The students can get any clarification required on these. The marks of internal assessment are displayed on the notice board and any discrepancy noted by the student is thereby clarified. The examination committee also holds a copy of the marks and issues are dealt with accordingly.

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

## 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 curriculum and syllabus for BA & B.Com conforms 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.

**commerce - programme outcomes** are as follows:

1. Knowledge and analysis of financial statements
2. Planning and budgeting of resources and finances in an organization or industry.
3. Auditing of accounts statements
4. Use of modern tools pertaining to auditing, filing and filling up of various forms and details.

#### **Programme Specific outcomes**

1. The student should be capable of using commerce knowledge, modern technological tools, and analysis of market trend.

#### **BA -programme outcomes:**

1. To increase their knowledge base regarding our 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.

**Course outcomes** are as follows:

#### **1. History:**

This enables them with an understanding of the past and helps to contextualize the present with a knowledge of the past.

#### **2. Economics:**

A study of the subject enables the students to understand market structures and the theories which underlie it.

#### **3. Political Science:**

It gives the students a knowledge of how Governance and various other administrative skills are employed in government.

#### **4.Sociology:**

The study of Sociology helps the students to understand the social fabric of society.

#### **5. Optional Kannada:**

Many life lessons can be learnt from a study of Kannada literature.

#### **6. English:**

A study of English language helps to reinforce the knowledge of basic grammar. A study of English enables them to operate on a global level.

#### **Programme specific out comes:**

##### **1. History:**

Contributions of great rulers, social reformers and sculptors of society enrich the knowledge base of the students.

##### **2. Economics:**

A study of the subject enables the students to understand how concepts of utility, demand, preferences, income, impact everyday life.

##### **3. Political Science:**

A study of the Indian Constitutional philosophy, judicial system helps students to understand governance and also equips them to take up competitive examinations.

#### **4.Sociology:**

With a study of Sociology the students understand the different social systems of society. The students benefit from this study to pass competitive examinations.

#### **5. Optional Kannada:**

The development of Kannada language which has bestowed upon it the

classical status can be clearly understood by a study of the language.

#### **6. English:**

A study of English language helps to develop communicative skills in the students and to improve their languages skills to meet the demands of real life situations.

File Description	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

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

#### Response:

The college evaluates the program outcomes, program specific outcomes and course outcomes. One of the methods that our college incorporates is the **feedback system**, where the students give their opinion about the outcomes with their limitations, strengths, usefulness etc.

Another way is through the **suggestion box**, which not only has grievances, but also suggestions for these outcomes.

**Tests, MCQs** are all part of the evaluation of the outcomes, which are regularly conducted by all subject teachers for the students.

**Meritorious students are awarded with cash prizes** by the college every year. Academic, sports and cultural excellence is recognized and awarded to the students. As an evening college, this is noteworthy as the students are working professionals, married women with small infants, men with family responsibilities and yet excel in these spheres of curricular, co-curricular and extra-curricular activities.

Continuous assessment is carried out along with the regular tests and assignments. Projects related to the curriculum are given.

Field trips are organized to create awareness and these are related to the syllabus and carried out as external activities.

Workshops, lecture seminars, seminars, group discussions etc are regularly conducted with active participation of the students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 59.99

#### 2.6.3.1 Total number of final year students who passed the university examination year-wise during

**the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
40	61	47	34	50

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

2018-19	2017-18	2016-17	2015-16	2014-15
54	87	77	76	100

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

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.47

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## 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)

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

#### File Description

Institutional data in prescribed format

#### Document

[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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

##### 3.1.2.2 Number of departments offering academic programmes

2018-19	2017-18	2016-17	2015-16	2014-15
07	07	07	07	07

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

**3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years****Response: 5****3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	1	0	0

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

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

**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: 0.4****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**

2018-19	2017-18	2016-17	2015-16	2014-15
02	2	0	0	0

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

### 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:**

As per the guidelines of the affiliating university, NSS Units were not sanctioned to evening colleges, however, a good number of activities are being conducted for the benefit of the students and society. After repeated requests to the affiliating university, NSS unit was sanctioned during the year 2016-17 under Self-Financed category.

Some of the noteworthy initiatives taken by the NSS unit are as follows.

**Swachatha programmes:** Cleaning the campus is a regular feature and before all National festivals the volunteers clean the environs of the college. **Plastic free campus:** the volunteers regularly campaign for a plastic free campus. They undertake cleaning drives to pick plastic from the campus and keep it plastic free.

Neighbourhood is also another responsibility that the NSS students have taken. The **drains** surrounding the college on 16th main, were filled with plastic and debris and dried leaves as the main road is flanked with huge trees on either side. The NSS volunteers took to clearing the drains before the commencement of rainy season and enable the rain water to flow smoothly.

**Jathas/rallies** are taken out regularly every year within a radius of 3-4 kms to spread awareness about cleanliness, no plastic usage, segregation of waste and the need to educate the girl child. The college is surrounded by economically backward classes and this has helped bring about awareness in them.

**Special camps** to educate the citizens about water borne and mosquitoes borne diseases were conducted. The need to keep the environs clean has been emphasized.

**A drive to educate the women** sweepers of our college about **small savings scheme** has been done.

All these activities have helped the students in the following aspects:

The spirit of service to humanity has impressed each and every volunteer.

The students now willingly take on these issues as they consider it their duty to help the other citizens in the society.

The students have become aware of the dire need to rid our environs from plastic. The hazards from plastic are immense and the students have understood its impact.

- Regular screening of documentaries regarding water conservation, saving our eco system, etc have had a huge impact on our students and they have realized the importance of these. A direct reflection of these has been the constitution of the Eco Club where students come forward to conduct activities to reflect these goals of water conservation, preserving our eco system etc.

- A holistic development has been brought into force by these activities.

- More importantly, the students have realized that it is their primary duty to keep our environs clean and help underprivileged people.

Though our students are from the evening college, and their area of activity is restricted by time, they have undertaken to do these with a true sense of service and empathy.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 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.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 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:** 10

**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**

2018-19	2017-18	2016-17	2015-16	2014-15
04	03	01	01	01

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 19.69

**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**

2018-19	2017-18	2016-17	2015-16	2014-15
119	138	20	15	0

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

### 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:** 9

**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**

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of linkage related Document	<a href="#">View Document</a>

**3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years****Response: 2****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**

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	00	00	00

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
e-Copies of the MoUs with institution./ industry/ corporate houses	<a href="#">View Document</a>

## 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:**

The college is spread over 4.3 acres of land and has adequate space for learning and sports. It is in the heart of the city and well connected by metro, bus and autos.

**Learning Spaces:**

The college has **16 classrooms** with **green boards** and **LED bulbs** and two **generator facility** of 100kv and 10 kv.

We have a **business laboratory** with **30 computers** and **internet facility with 100mbps provided by BSNL**. An **LCD projector** and **Smart board** are also available for use in ICT.

The library is equipped with 4,537 titles, 12,209 books, 35,000+e journals- 07 newspapers and 15 magazines, and the library has sufficient space for students and also a **resource centre** with **internet facility**. **Reprography** facility is available in the library and the students can avail of the facility free of cost for limited number of copies. (Less than ten). A set of books are provided for a fortnight and it can be exchanged without any penalty for late return.

**Separate staff rooms are being provided for men and women with attached restroom** as well.

**Drinking water and rest room facility for boys and girls** are provided to students.

In addition to all these, we have a **sound system** for all functions, three modems are installed in the college office, and business laboratory and library with 100 mbps speed each, three televisions, a still camera and a handy cam which are regularly used in field trips with students.

The entire campus is under 24 x 7 CCTV surveillance for the security of the stakeholders.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

**Response:**

The college has ample space for sports activities. A huge sports ground of an acre is used for athletics, kho-

kho, kabbadi, Javelin throw, discus throw and other heats events. Volley ball, throw ball, basket ball have separate courts for the benefit of students. The Basket ball court is 28 x15mts in area, the shuttle badminton court is of 13.4 x 6.1 mts area. These were established in the year 1995 and till date the students have benefitted hugely by all these facilities. The user rate is 100% as most of the students regularly make use of these facilities. Ours being an evening college, the students look forward to playing and actively participate in sports events amidst their busy curricular and professional lifestyles.

Indoor games are also provided to the students. Carom and chess are very popular with the students. A staff member is in charge of these sports activities.

The management has appointed an Assistant Executive Engineer who is in charge of maintenance of all the facilities like infrastructure, sanitary, electricity and water in the campus including sports ground and courts.

Cultural activities are conducted on a large scale and there is active participation by the students. There are many talented students who take this opportunity to participate in events like singing (Solo and group songs), folk songs light music etc. Varied competitions are conducted in dance styles, mono acting, fancy dress, cooking without fire, mehendi etc. There is an auditorium and a seminar hall to house these activities. Many a times, classrooms are also utilized for competitions like essay writing, creative writing etc .and also for rehearsals.

Yoga is another area which is well appreciated by the students. The auditorium is utilized for this purpose and regular classes are held to teach meditation and simple yoga asanas to the students.

Cricket being a popular sport, Vivekananda cricket academy situated in our campus provides assistance to interested students.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 12.5

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

Response: 1

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)****Response:** 100**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
8.38	14.43	3.60	10.47	8.98

File Description	Document
Upload audited utilization statements	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

The college library is well equipped with books, e-journals, multimedia CDs, internet, magazines and newspapers. The students regularly use the library for various academic purposes. The footfalls in the library are well documented and show a healthy use by the students. In view of the future of the students, magazines related to competitive exams are subscribed. Employment News provides information for betterment of placement opportunities. Students refer these extensively.

The library is partially automated with **Easylib software of 4.3.3 version** from 2015 onwards. This enables students and staff to quickly access the books and the librarian finds it easy to trace the needed books. There are plans to upgrade the existing facilities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

**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
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 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:** 0.49

##### 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)

2018-19	2017-18	2016-17	2015-16	2014-15
0.56650	0.37036	0.60095	0.29249	0.63780

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 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:** 14.95

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

Response: 48

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

The college office was computerized in 2004. It had basic working functionality with software. Later in 2006 it was further upgraded and currently it is equipped with the university software *Attristech* which enables all examination related work to be online. The student details and other related details are dealt with on the student portal, *university solutions.in*

Constant up gradation regarding IT facilities are being done. The Internet provider initially was BSNL, with 100mbps, but due to growing demands in technology usage, the college has changed to ACT Fiber net provider with 100mbps. With this, wifi access in classrooms has improved greatly. Smart board has better usage with this up gradation.

Other than these the office has Microsoft office and tally for accounting purposes. The management had conducted a training course in Tally for office staff with a view to keep them updated.

The business laboratory and library have internet connection as well

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

**Response:** 7:1

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 750 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 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:** 9.55

#### 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)

2018-19	2017-18	2016-17	2015-16	2014-15
0.67	0.52	0.85	0.87	0.38

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

##### Response:

The college functions with clear parameters for the upkeep and maintenance of the facilities in the college.

- **Sweepers** are appointed by the management to clean the campus and also the washrooms in the college.
- **Group D employees** look to the cleaning of the classrooms, staff rooms, office and corridors. The office superintendent, with consultation of the principal allocates work.
- **The computers, water filters, photo copier, generators** are maintained with **Annual Maintenance Contract**.
- **All infrastructural repairs, construction** etc are forwarded by the Principal who is also a member, to the Governing Council and in turn it gets forwarded to the management. **The management Committee** recommends the issue to the **concerned committee** for the necessary action to be taken.

The Principal in consultation with the secretary, BES , 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 and the purchase committee.

All purchases that need to be done go through a similar procedure and the **Purchase committee** after inviting quotations from different vendors procure it for the college.

- All **expenditure** excluding salary component, is systematically done with a **budget allocation** and the statement of accounts is **audited twice**, one by an internal auditor and another by an external auditor.
- **Budget is allocated for library, sports and cultural activities** and funds are distributed to the concerned committee through the principal for proper utilization. The principal holds review meetings to keep abreast of the work allocated to the committees in procuring the materials and also utilization of the same.
- **The library has an account** of the existing books and a list of weeded out books and takes a requisition from all departments to procure latest additions and reference books along with text books and journals.



- Every year an **annual stock verification of the physical properties** in college like benches, chairs, tables, lights, computers and other equipment is taken along with library stock verification.
- **The college office** under the superintendent's supervision maintains an **account of sundry expenses** incurred.
- **Reports** regarding payment of bills like electricity, water, property tax etc have to be submitted to the management by the principal.
- **The departments have to submit a requisition** to the Principal regarding the conducting of activities in their respective subjects well in advance in accordance to the academic calendar, for expenses regarding honorarium, refreshments etc.
- There is a **decentralised system of working** in the college with IQAC at the helm and other committees like admission committee, examination committee, sports committee, cultural committee, Training & Placement committee, NSS, Prevention of Sexual harassment cell, anti-ragging cell, yoga cell, women empowerment cell, Eco club which take care of the overall development of the students by conducting various co-curricular and extra-curricular activities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

Response: 0.83

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

2018-19	2017-18	2016-17	2015-16	2014-15
13	00	00	00	00

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 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

##### 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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

#### 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

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

**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**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

**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:** D. 1 of the above

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>

## 5.2 Student Progression

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

Response: 0.48

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	1	0

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

Response: 58.21

#### 5.2.2.1 Number of outgoing student progressing to higher education.

Response: 39

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: 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

2018-19	2017-18	2016-17	2015-16	2014-15
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**

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

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

### 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:** 3

**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.**

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	1	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

**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 has **an active student participation** in all the **committees** and **activities** of the college. **Class representatives** are elected by the students for the smooth functioning of the activities and a healthy

rapport with the student community. The communication from the authorities to the students is carried on by the class representative. The Class representatives along with volunteers, under the guidance of faculty organize college functions and conduct other co-curricular and extra-curricular activities.

The concept of a class representative is for the smooth flow of information from the college authorities to the students. The representatives form WATS app groups where in everyday updates about classes are posted. This is of particular importance to evening college because, there are many who for various inexplicable reasons, both professional and personal are not able to maintain a steady regular attendance. So, on the days they have missed classes, updates are available in these groups. Notifications regarding notes through emails, website event updations, class tests, project and assignment topics are also posted. There are student representatives in all the committees like :

1. IQAC
2. Cultural committee
3. Sports committee
4. NSS
5. Discipline & Anti-Ragging committee
6. Women empowerment (Dhaarini)
7. Grievance Redressal Cell
8. Placement Cell
9. Yoga ( Yogashree)
10. Eco-club (Parisara Mitra)

The students take an active part in organizing various activities and are responsible for the smooth conduct of the events.

The staff members in charge of their committees guide and mentor these student representatives to organize and conduct various events

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

### 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: 2****5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

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

**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 distinguished members as alumni in the society. The alumni takes an active part in the college matters and helps financially the underprivileged students. Many have graced the college functions as chief guests. During college functions, the alumni take an active part and involve themselves in organizing and conducting functions. Many come as resource persons in chosen fields and conduct sessions for the benefit of the students. There have been sessions where the alumni have shared their success stories with an intention to inspire and motivate the students. Voluntary help is given by the alumni regarding small training sessions such as Resume writing, Interview, Group discussions etc.

In the alumni meetings, they are given a platform to provide suggestions with respect to functioning and infrastructure. An Alumni meet is organized every year and feedback is collected on the infrastructural developments along with curriculum.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years (INR in lakhs)****Response: E. <1 Lakhs**

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>

NAAC



## 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:**

**VISION:**

**THE COLLEGE STRIVES TO PROVIDE EDUCATION AT AN AFFORDABLE LEVEL TO ECONOMICALLY AND SOCIALY UNDER PRIVILEGED EMPLOYED STUDENTS BY FOSTERING A COMPREHENSIVE AND ENRICHING ENVIRONMENT OF KNOWLEDGE, VALUES, SERVICE AND CULTURE**

**MISSION**

- **To equip students with skills to respond to challenges of society**
- **To provide a holistic education to sustain individual, humanitarian, career successes in a multi-cultural society.**

For the fulfillment of the Vision and mission of the college, there is a systematic governance procedure. This procedure 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 are 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. Staff salary increments are also placed before the council and an appraisal of the staff members is done to pass the increment.

IQAC monitors all the academic activities in the college and regular workshops, lecture seminars, interactive sessions etc., are conducted through it. Further, IQAC also meets regularly to review the progress and form new proposals for conducting various co-curricular and extra curricular activities. Regular documentation of all the events is undertaken by IQAC members. The composition of IQAC is as per the guidelines given by NAAC.

Various committees and cells are formed with a staff member in charge of it, along with student volunteers for smooth conduct of activities.

The staff secretary convenes meeting regularly with the Principal to discuss and review the progress of curricular activities and other relevant issues.

Class mentors are appointed to be in touch with the students to address any issues if there be.

Parent-Teachers meet is organized on a regular basis and this interaction keeps the parents abreast of the progress of their wards and also the college.

Parents can approach the class mentors any time to enquire about their wards and also seek guidance in monitoring their progress at home. If the issue or situation demands it, the mentors refer the case to the principal or the counselor.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

The college is proactive to steps for progress and smooth functioning. Beginning with the Governing council, which takes a keen interest in the functioning of the college, the college, under IQAC has various committees to oversee and organize activities of co-curricular and extra-curricular nature. These committees comprise of faculty members, students and administrative staff. There is a perfect balance of all spheres in these committees and cells. Further, the staff council takes charges of the time-table calendar of events, internal tests and examinations.

There is adequate freedom for the staff members to suggest and implement ideas for the smooth conduct of necessary events.

Further, the management has formed various committees like appointment committee, Salary committee, Purchase committee, Culture and sports committee, Discipline committee, Hostel committee, etc., to look after the respective areas of the functioning of the college.

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The college has adopted **various methods** to ensure **effective curriculum delivery** where the stakeholders benefit the maximum. **Academic calendar** gives an outline of the events planned throughout the academic year and this is in alignment with the university calendar of events. The students view this in the **website** and plan accordingly. As for the faculty, a **lesson plan** at the commencement of the academic year helps plan the syllabus into neatly deliverable units. **Time tables** are drawn to schedule time slots for the subjects in a methodical manner and these are displayed on the notice board and also **posted in the WATS app groups** created in the class by class representatives. All the updates regarding the coverage of the syllabus, time tables for classes, examinations, bridge courses, remedial classes and internal assessments

are updated through WATS app and regular **sms messages** from college.

Further, in order to sensitize the students and expose them to issues and create awareness, a number of **certificate courses are offered** to them. The college in the past five years has provided **six** such courses and have been **repeated** for the benefit of the students.

Various **committees and cells** in college actively organize seminars, workshops, guest lectures to enrich the knowledge base of the students.

Departmental **field trips, Industry visits and educational tours** are regularly conducted to ensure that the students are exposed to firsthand knowledge of the various aspects in the curricula.

**Feedback** from the students is collected and appropriate action is initiated.

The subject teachers incorporate a number of activity based teaching methods. **Role plays in English** are adopted to **teach dialogue writing, model interviews** are conducted to learn **interview skills** and likewise. This promotes communication skills, improved inter-personal relations among students and teachers and also harbours an environment of peer learning. **Class seminars** are conducted where students not only present papers, but also **dance sing** to illustrate topics concerning folklore.

In **Commerce**, Bank formalities like opening of different kinds of accounts, cash transactions through challans, NEFT, RTGS etc, deposits like Fixed and Recurring, types of loans like education, housing, automobile, mortgage of property and ornaments, Income tax formalities like TDS, Form 16, Form 26AS, **financial statement analysis** etc are done to give the students an in depth knowledge. The concepts of banking procedure learnt in class rooms are being guided by giving practical exposure to the students. **Case study analysis** is also done.

**Screening of Kannada movies** is done to show the students the cinematic representation of literary texts which enhances their exposure to various forms of representation and also help throw up career options.

In **Economics, Situational examples** are cited to enrich their understanding of concepts.

In **History**, students are asked to **collect information related to the culture of specific time periods and make presentations in class. Interesting stories and anecdotes** related to kings and their times are narrated. Groups of students are asked to present '**lessons learnt**' from certain **historical incidents** like wars, conciliations, etc.

**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:**

Our college is an aided college under the management of Bharat Education Society. The Management is headed by the President who is an eminent personality in society. The secretary looks after the day to day affairs of all the institutions. He is also on the Governing Council of all the institutions and all decisions have to pass through him in the proper channel of communication. The treasurer looks into all expenses and accounts of heads in the Management. There is a board of directors who are individually on the Governing council of various institutions.

There are various committees at the Management level to look after various aspects of administration and maintenance of the institutions. The Infrastructure committee looks into all developmental activities like construction, renovation etc. Procurement of various equipments, things etc has to go through a purchase committee. Tenders are called for and in a very transparent process, purchases are made for all the institutions. All sports and cultural decisions are passed through this committee. Accounts, heads of accounts, income and expenditure are looked into by the finance committee. The discipline committee enforces rules pertaining to the use of mobiles, adhering to a code of conduct for staff and students. Appointment and fixation of salaries of all staff is the prerogative of Recruitment and salary committee. Academic recommendations and suggestions are given by Academic advisory committee.

At the college the Governing council acts as a supervisory body and all the decisions pertaining to the administration, maintenance, appointment of staff etc are taken here. Proposals forwarded by the principal has to be placed before the council for approval and forwarded to the Managing committee. There are two University representatives along with the staff secretary and staff representative, three management committee members in the the council. Staff increments, result analysis, feedback analysis, requirements for the college, examination related issues, grievance issues are all placed here.

Further, in the college, for day to day events and activities, IQAC of the college steps in. An academic calendar is prepared in advance based on the proposals submitted by the departments for the activities they want to be conducted in college. There are various committees and cells like **Prevention of Sexual harassment & Women empowerment Cell 'DHAARINI' Placement cell, Yoga Cell 'Yogashree', Eco club' Parisara mitra' and committees like Sports & Cultural committee, Magazine committee, Alumni & Parents Teachers committee, Examination committee, NSS, Tour committee, Anti Ragging and Discipline committee** which look into various related aspects.

File Description	Document
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 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:** C. 2 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

##### Response:

The college is empathetic to the needs of the staff members. It has a number of measures for the benefit of the staff. The college understands that the success of dissemination of knowledge begins from the well being of its staff.

- A Staff fund is created by voluntary contributions of the staff members. A loan of up to one lakh can be availed by the members for any personal need. A pre-determined period is stipulated with equal monthly installments to repay the same.
- ESI is provided to staff for medical emergencies and reimbursement of medical bills.
- Provident fund is made available to the staff at the time of superannuation.
- Jobs on compensation grounds are given in times of untimely death while in service of the employee, to the next of the kin.
- In times of dire necessity, half of the medical expenses of the employee are met by the management.
- Regular fee concession is accorded by the management to the children of the employees.
- There have been numerous instances where management members and colleagues have contributed to staff in emergencies.
- The college provides assistance to procure housing loans, vehicle loans, education loans,
- The Management grants maternity leave of six months and paternity leave of fifteen days to the staff members.

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

**6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.****Response:** 19.94**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**

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	3	1	3

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**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:** 0**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**

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	0	0

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

**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 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 is 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.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

Audit is an important mechanism to incorporate in the college. It gives a clarity regarding the reality status of the affairs of the college. This is of particular importance in financial matters. This transparency helps in the progress of the college.

There are two kinds of audit conducted in the college. Internal audit is carried out by auditors appointed by the management who come in every month to check and review the accounts. The audit includes the placing of budget proposals and approvals and sanctions of the same in the college Governing council.

Further, a detailed checking of utilizations of all heads of accounts is done with appropriate filing of documents like bills, vouchers, receipts etc. at times new inclusions of budget proposals ratifications are also done.

Apart from this external audit by licensed Chartered Accountants is undertaken once a year.

As of now, there are no major issues or findings or objections. Minor errors, omissions are pointed out and the office accounts staff immediately rectifies this. Care is exercised to avoid such lapses in future.

- The mechanism adopted to settle the objections raised by the external audit are examining the issues in the background of the rules and regulations laid down by the Management and also the UGC;

- Re-verification of the receipts, vouchers bills etc; verifying the salary statements, acquittance, income tax policies and deductions, TDS, etc;

- Checking fee payments, property tax payments;

- Bank pass book entries, FDs etc

- Filing of Income tax

- Verification of remittance of fees

- Certifying the Internal audit reports

- Audit reports to be in accordance to the financial statements

- Issuing utilization statements.

#### **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)**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0



File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

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

#### Response:

#### Institutional strategies for mobilization of funds and the optimal utilization of resources

- The college is **mainly dependant on the funds and grants by the government**. The amount of money generated through **collection of fees**, no doubt, is of some resource but it is **largely inadequate** to support the college in all its spheres of activity and sustenance. As stated earlier, the fees collected by the college is the least compared to other colleges in the vicinity. This is in keeping with our vision-mission to cater to the under privileged in the society.
- There is a large contribution by **philanthropists, local corporators** and others.
- **The campus** is spacious and it is regularly **outsourced** to film shooting and small screen productions.
- **The college building is also rented out** to conduct exams from government bodies like banking exams, police exams CET etc.
- **IGNOU study centre** is also on campus and the rooms are rented out to it.
- **The auditorium is rented out to sister concerns like the Bank, Credit co-operative society** to conduct their functions.
- Other than these, certain **Government institutions like BMTC Credit Co-operative Society, KSRTC Credit Co-operative Society**, certain **private institutions like Institution of Co-operative Management, Nandini House Building Co-operative Society** etc take the auditorium on **rent** for their activities.
- **Bill boards** are erected at strategic points facing the main road and **hoarding of advertisements are put up**. Though the revenue from this is minimal, it is still of some use.
- Our evening college has been the recipient of **UGC funds** under its various plans and that has also helped augment the revenue.

#### Optimal Utilization of funds

The college is an aided college and comes under the banner of Bharath Education Society.

There is a well defined mechanism to monitor the revenue generation and utilization in the Management.

There are various committees to look into this and the revenue generated is utilized for the following:

- **Maintenance of the campus.** The Infrastructure committee looks after the developmental measures and repair works of the entire campus including the college buildings.
- **Payments of tax, other bills like electricity etc** are divided and allocated to individual college blocks.
- Though the college is aided, unaided staff members have to be recruited due to certain Government policies of freezing of posts. So, **Staff salaries** have to be paid.
- As per the budget proposals of colleges, funds have to be allocated for **Library resources, ICT infrastructure, sports equipment and cultural activities.**
- Other **expenditure like printing, stationery, software and internet charges, phone bills etc and sundry expenses** are also under utilization from these funds.
- Funds to **conduct seminars, workshops, guest lectures** are also utilized from the revenue generated thus.

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

## 6.5 Internal Quality Assurance System

**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

### Response:

Measures and initiatives undertaken by IQAC which have been institutionalized are

- 1. Quality academic exposure to students by way of conducting seminars, workshops and guest lectures.**
- 2. Conducting certificate programmes and entering into MOUs.**

IQAC has taken measures to expose students to various academic issues by way of conducting seminars, workshops and guest lectures.

In the year 2014-15, **four** programmes were organized. Among them, Anti-Ragging cell in an attempt to create awareness among the students, conducted a programme regarding “CRIME AND PUNISHMENT”. Police personnel were invited to conduct this. Freedom fighters are archived in the past and in an attempt to educate students about their experiences, senior freedom fighter Dr. H.S. Dore swamy shared his experiences with the students. Dalit experience is an important subaltern topic and the department of

kannada organized a talk by dalit poet, Dr. Siddalingaiah.

Iqac, during this year, also initiated a blood donation camp by Lions club and Bhagawan Mahaveer Jain Hospital.

### **1. Quality academic exposure to students by way of conducting seminars, workshops and guest lectures**

In the year 2015-16, the language departments organized **three guest lectures** enriching the students with issues of print media and themes in the text books.

In the year 2016-17, Placement cell organized **five programmes** focusing on recruitment training and career guidance. Other departments like commerce, sociology, Economics also organized lectures on topics like investment, globalization and a seminar on socialism.

In the year 2018-19 two seminars, one state level and one national level were organized along with guest lectures. Aptitude training programmes were also conducted by the placement committee and

a number of workshops were conducted by the commerce department.

In the year 2019-20, state level debate competition was conducted by the department of kannada along with departmental guest lectures.

### **2. Conducting certificate programmes and entering into MOUs**

The college has entered into **MOUs with Rotary Green Brigade, Yuva Sampanmula- Samvada, and Munnota** to conduct various activities which are academic in nature, environment preservation, youth rights and human rights.

Given here is a list of certificate programmes conducted by the college.

Health and Hygiene, Tally course, Communicative English, Folklore, General Knowledge, Demonetization, GST, Spoken English and Soft skills

**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:**

IQAC, as per the recommendations of the previous NAAC team has shown remarkable incremental

improvements

- Faculty with PhDs has increased in this period of five years thus contributing to the enriching experience of the students.
- Library has e-resources, internet and LCD, class rooms have green boards with wi-fi connections, a business lab equipped with smart board and more computers have been added, Resource centre in library has been established with computers and internet connections, facilitating ICT in teaching-learning. Reprographic facility in the library has also been provided.

Many faculty members use various tools like PPTs, YouTube short clippings, films, documentaries to make the teaching- learning process effective. Further, students are encouraged to make presentations as PPTs.

- Teaching – Learning is a participative activity. Experiential learning is a major part of this process. To achieve this end, **field trips, industry visits and educational tours** are conducted, documented with reports. The reports are considered for internal assessment.

As part of the review of the effectiveness of the delivery in the classrooms, IQAC insists regular departmental meetings are conducted and allocation of subjects is done by the Head of the Departments to faculty members based on the areas of specialization and interests through discussions.

A lesson plan of the prescribed curriculum by the university is prepared and followed in a methodical and systematic way. These plans carry the allocation of the syllabus bound with the time frame of the number of hours allotted to teach. The principal corroborates this with the work diary of the individual faculty members. The work diary carries a day to day account of the completion of the lesson plan in the classes.

**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, arranging guest lectures to give the necessary exposure to the topics on hand, workshops and certificate courses conducted to help the students with an extra edge in gaining knowledge are all included in the feedback. Further, aspects like the communication skills of the teacher, effectiveness of classroom management, approachability of the teacher are also taken from the students. This helps to have a review of the entire process of knowledge transfer in the college.

**IQAC** has undertaken a number of initiatives post accreditation. To mention, the first initiative has been to upgrade the knowledge base of the students by conducting seminars, workshops, certificate courses and guest lectures by experts in the respective subjects.

Another initiative has been to enter into MOUs with various organizations to enrich the learning experience of the students. Various activities ranging from environment consciousness to gender, service to the society to youth rights are all covered in these collaborative efforts.

**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

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## 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:

Gender is an issue of utmost importance and the Institution is sensitive towards the need and has taken the required steps to ensure it.

- First of all, there is an Equal Opportunity Cell in college. This ensures that both the genders are equally addressed in all aspects. Beginning from admission to all the processes of the college, this is in place.
- Women need to be empowered. This is realized by the college in the **formation of Women empowerment Cell Dhaarini**. A number of activities are undertaken here to ensure this. To name a few, a **Self Defense workshop** of two days was conducted to help girls protect themselves in all situations. Ours being an Evening college feels the need to equip our girls in this regard. Further, a **lecture series on hygiene and well being** was conducted to make sure that girls realize the importance of hygiene and the need for self-care. **Doctors regularly address** our students regarding the various aspects of personal health and well being.
- **Anti-Ragging and Sexual Harassment Redressal Cell** takes care of ensuring that there is no case of ragging in the college. **Eve-teasing incidents** in the environs of the college, **near the bus stops** were brought to the notice of the police and there is a **police beat in mufti** to eradicate this problem. Further, **talks by various professionals** like advocates, Human Rights activists and others are regularly arranged to let our students be aware of the problems and also the measures to be taken in such cases.
- **A Memorandum of understanding is signed with 'Yuva Sampanmula', an NGO interested in youth rights**. Regular activities like street plays, screening of film shows, talks etc are organized and our students take part in these. This has helped create awareness among the student community regarding their rights answer the ways in which their problems in society can be redressed.
- **Grievance Committee** takes into cognizance the various issues and aspects where students face problems in the college and these are attended to immediately. Issues like lights in the campus area were attended to and now lights near the entrance and also the street lights near the corner of the road are looked into. The girls feel safe in the lighted areas.
- **The entire college and campus is under CCTV surveillance**. All the corridors, the entrance are under the arc and this further ensures the safety of the girls in the campus.
- **Counselling is provided to the students**. There is a psychology counselor who comes and has sessions with the students and many girls have taken this opportunity to resolve their problems. Further, Mentoring system is in place in the college where girls approach their mentors for solutions to their problems.

· **Separate staff rooms for ladies and gents faculty** is provided with **separate washrooms** as well. **A common room** is provided to the students.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>

### 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:** C. 2 of the above

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

### 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 college has a systematic disposal of waste management. Dry waste is collected in waste bins installed in the campus and wet waste and all the dried leaves in the campus is put in the compost pit in the college.

All stationery waste is regularly disposed off and there is negligible e-waste in college.

File Description	Document
Geotagged photographs of the facilities	<a href="#">View Document</a>

**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

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

**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:** D. 1 of the above

<b>File Description</b>	<b>Document</b>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>

**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:** E. None of the above

<b>File Description</b>	<b>Document</b>
Any other relevant information	<a href="#">View Document</a>

**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:** E. None of the above

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

**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 aim of every educational institution should be to foster a tolerance towards various cultures, regions and religions. Our college with its vision and mission of catering to the socially and economically underprivileged in the society is set to include this motive of inclusiveness in the students. **Cultural competitions and programmes** always have a lively representation of all kinds of art forms from across the nation. This encourages them to think of us as part of a united nation. Further, many **students share their knowledge expertise with other students** and this has been the best practice of the college as well. Here, there is no distinction between students and all of them who are interested participate to learn. Caste, class distinctions are overcome and the need to learn is highlighted. The students become role models to do service and help their fellow mates.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

**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 becomes an important duty of an educational institution to instill and inculcate values of service, patriotism, secularism, tolerance etc in the students. Our college strives undeterred in this regard to mould the students into responsible and sensitive citizens of our country. The celebration of national festivals like Independence Day, Republic Day etc highlight the significant contributions made by our freedom fighters and martyrs. They are truly inspirational for the students and it becomes our duty to project the great leaders in the right perspective. Celebration of these momentous landmarks year after year should help invoke the spirit of patriotism and secularism. All our activities on such days project this principle.

Tableaus of iconic patriotic figures, skits to portray tolerance towards all, songs commemorating the greatness of our country, etc are designed.

File Description	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View Document</a>

**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:** D. 1 of the above

File Description	Document
Code of ethics policy document	<a href="#">View Document</a>

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

**Response:**

The college organizes the celebration of National festivals, birth and death anniversaries of great personalities every year. It is the vision of the college to inculcate the values and culture of our country in our students and the college as part of its mission to impart this, organizes these events of national importance.

On the day of the celebration, an event such as a lecture by a prominent person of the society is organized where the significance of the day is amply covered.

Students give a small talk on their perception of the great personality commemorated.

Cultural programmes are organized which reflect the event of the day. For example, patriotic songs, dances, skits regarding Gandhiji and others are organized where students are exposed to the values of such great personages.

File Description	Document
Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 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:

#### 1. Title of the Practice

#### JNANA PRASAARA: KNOWLEDGE SHARING

#### 2.Objectives of the Practice

- This practice aims at dissemination of knowledge. There are many amongst our students who are well versed in certain areas of skill acquisition. Out of a motive of service, they come forward to teach others their skills.
- Students who come forward to teach become role models for others and are an added source of inspiration

#### 3.The Context

Our college is an evening college where the students are largely working professionals. Most of the students come from economically and socially under privileged sections of the society. Earning a livelihood is an obligatory duty to most of them. They have families to support with many encumbrances.

In such situations, acquiring extra skills is a monetary burden and limits their scope of realizing their ambition. The college, with a sensitive understanding of the situation, steps in fills the gap between achieving their goals and acquiring the much needed skills. Apart from providing extra courses in college, IQAC encourages students who are proficient in certain areas of technical skill to come forward and help teach other interested students.

#### 4.The Practice

#### JNANA PRASAARA: KNOWLEDGE SHARING

Quality in higher education is mandatory in India. Our college has adopted certain best practices which leverages our commitment to quality benchmarking. Jnana prasaara: Knowledge sharing is a practice in this direction.

This is a practice which involves teaching of Tally to students of both BA and B.com in the college. Tally, as is well known is a software which is popular as an accounting software used in India. It is widely used in small and medium enterprises.

Most of our students belong to this category of work places and it helps them excel better with an acquisition of the software and its uses.

Learning this in professional outlets will cost a lot of money which our students are unable to meet. Hence, our college encourages students who have learnt Tally and are proficient in using it to teach other interested students.

Tally.ERP 9 incorporates aspects for business management solutions and GST software. It is an ideal combination of functioning, control, and customisability. It permits an interaction by the users in accounts related matters in a simple manner. A number of business functionalities like Accounting, Finance, Inventory, Sales, Purchase, Point of Sales, Manufacturing, Costing, Job Costing, Payroll and Branch Management along with compliance capabilities for Excise, TDS, TCS, and GST, can be dealt with smoothly.

This comprehensive software is available everywhere but it becomes unique in the context of our college in these ways:

- Students teach this to other interested students.
- It is free of cost
- It is offered by the college as a certificate course, where the students teach it and the management gives the certificate to students who take up the course.

#### 5.Evidence of Success

This practice is very popular in college. As stated earlier, most of our students belong to socially and economically underprivileged sections of the society. This is in total alignment of our vision statement which declares that our college is committed to teaching such students and help in a holistic development of the students.

There is a growing demand for this kind of a practice. Students realize the importance and want to avail the benefits more and more.

There are instances where other students are motivated to perform similarly. Student-teachers are growing in number as they realize that their service is needed and appreciated by many in the college.

Because of the growing demand, Tally is repeated every year and students are enthusiastically taking part in the sessions. Looking at this growing trend, the management gives a certificate to all the students who have taken training in these sessions.

#### 6.Problems Encountered and Resources Required

Though this best practice is very popular and useful, there are certain problems which need to be addressed.

As is stated, ours is an evening college. The students work during day time and attend college in the evenings.

The main problem is time constraint for them as they have work in shifts. Even though many are interested

in doing these courses, they are unable to take it up as they have stipulated work schedules.

The principal, at times, contacts the work manager of the company in which the students work and requests to place them on a general shift so that it is convenient for them to pursue their studies.

Weekends are usually utilized for the conduct of programmes as many can participate.

#### 7. Notes (Optional)

- This knowledge sharing can be extended to include other varied topics like entrepreneurial skills, vocational training programmes etc.
- This best practice can be converted to an add on course to benefit students.

### Presentation of Best Practices -2

#### 1. Title of the Practice

**Margadarshi: Career Counseling and Study tips to School children of Bharath Education Society.**

#### 2. Objectives of the Practice

- This practice aims at educating school children about career options available for their future.
- It also aims to clarify the disciplines to be chosen to pursue their careers.
- The practice is apt because college students who have a firsthand knowledge of work experience and educating themselves give career guidance.
- Peer suggestions wield more influence on the children than teachers' advice.
- A sense of responsibility is invested with our students when they realize the importance of their guidance to schoolchildren.

#### 3. The Context

Higher Education today has evolved very clear parameters for the success of the students. One of the aspects it highlights is the necessity of framing goals and the methods to achieve it. This has to be started at the secondary school level so that the students are better equipped to set their goals and work towards achieving it.

In this regard, our college has taken on the initial steps to achieve this. Our students go to the school run by our management in the campus and educate the students about different streams available after tenth standard and the career options available for each.

This is also coupled with certain easy study tips to ease the examination tension and stress of the students.

#### 4. The Practice

**Margadarshi: Career Counseling and Study tips to School children of Bharath Education Society.**

This best practice involves students of our college from different streams, who are working in various companies in different capacities. These students go to the school and address the school children regarding different streams and subjects available after tenth standard. Though the school children are aware of these things, it matters considerably when students from our own institutions educate them and make them aware of the different career options citing personal examples. Peer suggestions and advice from people nearer their age group matters very much in moulding their sensibilities. In this regard, the counseling given by our students is well liked and is very much sought after by the school children. They eagerly await these interactions and are enthusiastic in their response.

These are conducted in three to four sessions during the midterm of the school. The school authorities and our college concur that this is the right time for the school children to make decisions regarding the choice of their future streams of study in Pre-university level. ( 11th & 12th)

Selected students from our college go well prepared with statistics and their own personal experiences in making career choices and counsel the children accordingly.

Further, our students also give study tips to children for better management of the study material. The following tips are highlighted:

- Chunking the syllabus into small units for better management of the syllabus.
- Framing a study timetable for efficient use of time for study
- Note making tips for easy grasp of the lessons on hand.
- Easy revision methods
- Simple meditation tips that our students have learnt in our college yoga sessions for improved concentration and easing of tension.

#### 5. Evidence of Success

This best practice is very popular with high school children and they eagerly await the sessions by our students. The school authorities have informed us about the usefulness of the programme and the popularity it has achieved in the school.

The school authorities have requested us to conduct the sessions more frequently because of its usefulness.

The students welcome the change from book oriented learning and make use of the simple techniques taught by our students.

#### 6. Problems Encountered and Resources Required

- The frequency of conducting these sessions cannot be increased because our students are working professionals and find it difficult to come during class hours of the school to talk to the students.
- There is pressure on the school authorities to produce good percentage of results due to increasing number of schools in the neighborhood. This gets translated into the classrooms while teaching. Our students find it difficult to neutralize this in their sessions.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Best practices in the Institutional web site	<a href="#">View Document</a>

### 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 has a very distinctive Vision and a corresponding Mission to implement it. The Vision of the college is as follows: THE COLLEGE STRIVES TO PROVIDE EDUCATION AT AN AFFORDABLE LEVEL TO ECONOMICALLY AND SOCIALLY UNDERPRIVILEGED EMPLOYED STUDENTS BY FOSTERING A COMPREHENSIVE AND ENRICHING ENVIRONMENT OF KNOWLEDGE, VALUES, SERVICE AND CULTURE.

- This vision of doing **service** to the community is a laudable one. Though the students are largely employed, **they come from very poor backgrounds and have taken to earning for their livelihood and maintenance of their families.** It is often imperative for them to be in this situation and yet their thirst for knowledge and gaining an education is unquenchable. But due to circumstances, they are unable to pay huge amounts of tuition fees and here is where our college steps in to provide them with an **education at a nominal cost.** A survey of nearby colleges has revealed that **our college has the most nominal fee structure.**
- The **second distinctive feature** is that the **teachers group together** to come to the aid of the needy and poor students by contributing to the **‘Poor Students Fund’** which is a fund raiser to meet the needs of the poor students. The teachers, by this display that they are in tune with the vision of the college.
- Evening Colleges are not sanctioned NSS Unit by the Universities as the timings are conditions of the students are not conducive to it. But **our college has started an NSS Unit totally self-financed and has conducted special camps and Jathas, and swachata programmes.** This was done with the intention of providing an opportunity to the students of Evening College to do service, know the value of service and also build the confidence in them to face challenges of life by looking at more disadvantaged people than themselves. NSS has received tremendous response by the students and is growing in strength.
- The teaching of the syllabus is only one part of the responsibility of the College. **To provide an exposure to the students, experts from various fields are regularly invited for lectures, seminars and workshops. This becomes distinctive to our college because the college faces the challenge of engaging employed students who already have an exposure to the outer world.** The knowledge base of the students is thus constantly being enriched. As a best practice, our own students who are proficient in certain areas of knowledge take to teaching other interested students in special sessions outside the purview of the time-table.
- Apart from this, the college promotes an environment of service where alumni, retired teachers come forward with a motive to help the needy students.
- Celebration of National and State, and Regional festivals instill the culture of the land in the

students. The college understands the importance of inculcating this sense of culture in the students to ground them in the reality of belonging to our roots.

The Mission of the college is as follows:

- TO EQUIP STUDENTS WITH SKILLS TO RESPOND TO CHALLENGES OF SOCIETY
- TO PROVIDE A HOLISTIC EDUCATION TO SUSTAIN INDIVIDUAL, HUMANITARIAN, CAREER SUCCESSES IN A MULTI-CULTURAL SOCIETY.

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.

Experiential learning with field trips, class room presentations, curricular activities like collage, group discussions etc empower the students to perform better.

To increase the knowledge base of the students the college conducts a number of activities, guest lectures, seminars, workshops, competitions etc.

To inculcate the spirit of service, a self-financed NSS unit has been established and students are involved in a variety of programmes ranging from swachata abhiyan to educating sweeper women.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>



## 5. CONCLUSION

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### Additional Information :

The college has a perspective plan which seeks to fulfil these aspects.

1. To introduce integrated undergraduate programmes like B.Ed with BA, Bcom to have increased flexibility.
2. To introduce add-on courses, vocational training courses, and more certificate courses.
3. To have better interaction with external agencies like NAAC for academic audits.
4. Projects and internship for students to be increased.
5. To promote a 'Research Culture' in college.
6. To motivate faculty members to take up research projects.
7. To augment a fund to serve the needs of the faculty for participation in national, international conferences, publish research articles of the faculty
8. To undertake quality initiatives by conducting seminars of national and international levels.
9. To enter into linkages, this will promote a research culture among faculty members and students.
10. Extension activities to be organized on a larger scale to sensitize students to social issues and contexts.
11. To enter into more collaborations to expand the scope of learning experiences of the students.
- 12.. Proposal to set up a language lab and media centre
13. To enable remote access to library for staff and students.
14. To develop more ICT enabled class rooms
15. To increase the involvement of alumni in the development of the college
16. To develop an e-magazine
17. Green audit to be streamlined
18. waste management to be regularized

### Concluding Remarks :

Our college is an evening college which caters to economically and socially backward students.

Further, most of the students are employed and work during the day and come to pursue their education in the evening. The students face a number of commitments both financially and domestically. many are married with small children, many girls are single mothers, there are a number of students who work as menial staff. What is note worthy here is their drive to acquire an education against stiff odds. They are the finianciars of their own education. The faculty feel teaching them is a call from within because it is here that teaching becomes a noble profession.

Evening college assumes a different propensity from that of any day college, Here are students who are not in the main stream, yet have aspirations to integrate themselves with the others. Their enthusiasm for various activities speak volumes about this aspiration.

Our college is striving hard to cater to this aspect by organizing various programmes both curricular, co-curricular and extra-curricular in nature. To keep up with technology, teaching and learning tries to incorporate ICT. Experiential learning is emphasized and internships, on the job training, field trips, industry visits are all organized.

Many students are placed through placement activites and seminars conducted in college. further many are motivated to take up higher studies.

In the coming years many more certificate and diploma courses can be conducted so that many more students are benefitted.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.3	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b></p> <p><b>1.3.3.1. Number of students undertaking project work/field work / internships</b>            Answer before DVV Verification : 164            Answer after DVV Verification: 11</p> <p>Remark : HEI input edited according to provided documents. DVV consider Data for the latest completed academic year.</p>
1.4.1	<p><b><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></b></p> <p><b>1) Students</b></p> <p><b>2) Teachers</b></p> <p><b>3) Employers</b></p> <p><b>4) Alumni</b></p> <p>Answer before DVV Verification : A. All of the above            Answer After DVV Verification: E. None of the above            Remark : HEI provided feedback not based on curriculum. So DVV not consider such feedback .</p>
1.4.2	<p><b>Feedback process of the Institution may be classified as follows:</b></p> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li><b>1. Feedback collected, analysed and action taken and feedback available on website</b></li> <li><b>2. Feedback collected, analysed and action has been taken</b></li> <li><b>3. Feedback collected and analysed</b></li> <li><b>4. Feedback collected</b></li> <li><b>5. Feedback not collected</b></li> </ol> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website            Answer After DVV Verification: E. Feedback not collected            Remark : With ref. to metric id 1.4.1, DVV edit input accordingly.</p>
2.1.2	<p><b>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)</b></p>

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
40	28	29	31	23

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
40	36	29	31	30

Remark : HEI input edited according to provided documents.

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
07	09	14	10	04

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	1	0	0

Remark : HEI input edited according to provided documents.

**3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
20	1	1	2	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : HEI input edited according to provided excel sheet. HEI provided link showing 404 error.

**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**

**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**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
02	05	06	03	02

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
02	2	0	0	0

Remark : HEI input edited according to provided documents.

**3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

**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.**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	3	1	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : HEI input edited according to provided documents. As per documents translated in english by HEI, These awards are to the institution and not to the individual and for extension activities only.

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

**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**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
119	138	20	15	76

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
119	138	20	15	0

Remark : HEI input edited according to provided documents.

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**

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**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	1

3.4.2 **Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**

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**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
01	02	00	00	00

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	00	00	00

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)**

4.1.3.1. **Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 19

Answer after DVV Verification: 1

Remark : HEI input edited according to provided documents.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1385057	1064942	178820	110400	1500000

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
8.38	14.43	3.60	10.47	8.98

Remark : HEI input edited according to provided documents. HEI input edited according to provided audited statement in extended metric 4.2 DVV required documents not provide by HEI

**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

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: E. None of the above

**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)**

**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:

2018-19	2017-18	2016-17	2015-16	2014-15
56650	37036	60095	29249	63780

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

0.56650	0.37036	0.60095	0.29249	0.63780
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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:

2018-19	2017-18	2016-17	2015-16	2014-15
655612	720134	794342	372314	3232328

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0.67	0.52	0.85	0.87	0.38

Remark : HEI input edited according to provided documents. DVV required documents not provide by HEI. HEI not highlighting the item relevant to metric.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
18	17	06	05	13

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : HEI input edited according to provided documents. DVV required policy document not provide by HEI. Consider only scholarships and freeships sanctioned by the institution / non-government agencies

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**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : HEI input edited according to provided documents.

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:

2018-19	2017-18	2016-17	2015-16	2014-15
156	260	220	00	00

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : HEI Provided documents relevant to this metric not consider by DVV.

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**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: D. 1 of the above

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
10	08	10	08	01

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

1	0	0	1	0
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Remark : HEI input edited according to provided documents. DVV required documents not provide by HEI.

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

### 5.2.2.1. Number of outgoing student progressing to higher education.

Answer before DVV Verification : 42

Answer after DVV Verification: 39

## 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)

### 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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	1	1	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

## 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.

### 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.

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
6	1	2	2	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	1	1

**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)**

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
38	37	36	37	36

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

**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.**

**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**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	3	1	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	3	1	3

**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**

**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**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

**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:

2018-19	2017-18	2016-17	2015-16	2014-15
9	0	2	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	0	0

Remark : HEI input edited according to provided documents. Note that Programs of duration less than one week will not be considered here.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0.35	0.85	0.80	0.40	0.26

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

0	0	0	0	0
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Remark : HEI input edited according to provided documents. DVV required Copy of letter indicating the grants/funds received from respective agency .

7.1.5	<p><b>Green campus initiatives include:</b></p> <ol style="list-style-type: none"> <li>1. <b>Restricted entry of automobiles</b></li> <li>2. <b>Use of Bicycles/ Battery powered vehicles</b></li> <li>3. <b>Pedestrian Friendly pathways</b></li> <li>4. <b>Ban on use of Plastic</b></li> <li>5. <b>landscaping with trees and plants</b></li> </ol> <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D. 1 of the above</p>
7.1.6	<p><b>Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:</b></p> <ol style="list-style-type: none"> <li>1. <b>Green audit</b></li> <li>2. <b>Energy audit</b></li> <li>3. <b>Environment audit</b></li> <li>4. <b>Clean and green campus recognitions / awards</b></li> <li>5. <b>Beyond the campus environmental promotion activities</b></li> </ol> <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: E. None of the above</p>
7.1.7	<p><b>The Institution has disabled-friendly, barrier free environment</b></p> <ol style="list-style-type: none"> <li>1. <b>Built environment with ramps/lifts for easy access to classrooms.</b></li> <li>2. <b>Disabled-friendly washrooms</b></li> <li>3. <b>Signage including tactile path, lights, display boards and signposts</b></li> <li>4. <b>Assistive technology and facilities for persons with disabilities ( Divyangjan) accessible website, screen-reading software, mechanized equipment</b></li> <li>5. <b>Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></li> </ol> <p>Answer before DVV Verification : D.1 of the above Answer After DVV Verification: E. None of the above</p>
7.1.10	<p><b>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</b></p> <ol style="list-style-type: none"> <li>1. <b>The Code of Conduct is displayed on the website</b></li> <li>2. <b>There is a committee to monitor adherence to the Code of Conduct</b></li> <li>3. <b>Institution organizes professional ethics programmes for students, teachers, administrators and other staff</b></li> <li>4. <b>Annual awareness programmes on Code of Conduct are organized</b></li> </ol>

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: D. 1 of the above

**2.Extended Profile Deviations**

ID	Extended Questions																				
1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>113</td> <td>113</td> <td>113</td> <td>113</td> <td>113</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	4	4	4	4	4	2018-19	2017-18	2016-17	2015-16	2014-15	113	113	113	113	113
2018-19	2017-18	2016-17	2015-16	2014-15																	
4	4	4	4	4																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
113	113	113	113	113																	
2.2	<p><b>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>21</td> <td>16</td> <td>22</td> <td>23</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>40</td> <td>36</td> <td>29</td> <td>31</td> <td>30</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	25	21	16	22	23	2018-19	2017-18	2016-17	2015-16	2014-15	40	36	29	31	30
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3.1	<p><b>Total number of classrooms and seminar halls</b></p> <p>Answer before DVV Verification : 19</p> <p>Answer after DVV Verification : 8</p>																				
3.2	<p><b>Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>2040669</td> <td>1785076</td> <td>973162</td> <td>482714</td> <td>2520560</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>8.38</td> <td>14.43</td> <td>3.60</td> <td>10.47</td> <td>8.98</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	2040669	1785076	973162	482714	2520560	2018-19	2017-18	2016-17	2015-16	2014-15	8.38	14.43	3.60	10.47	8.98
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