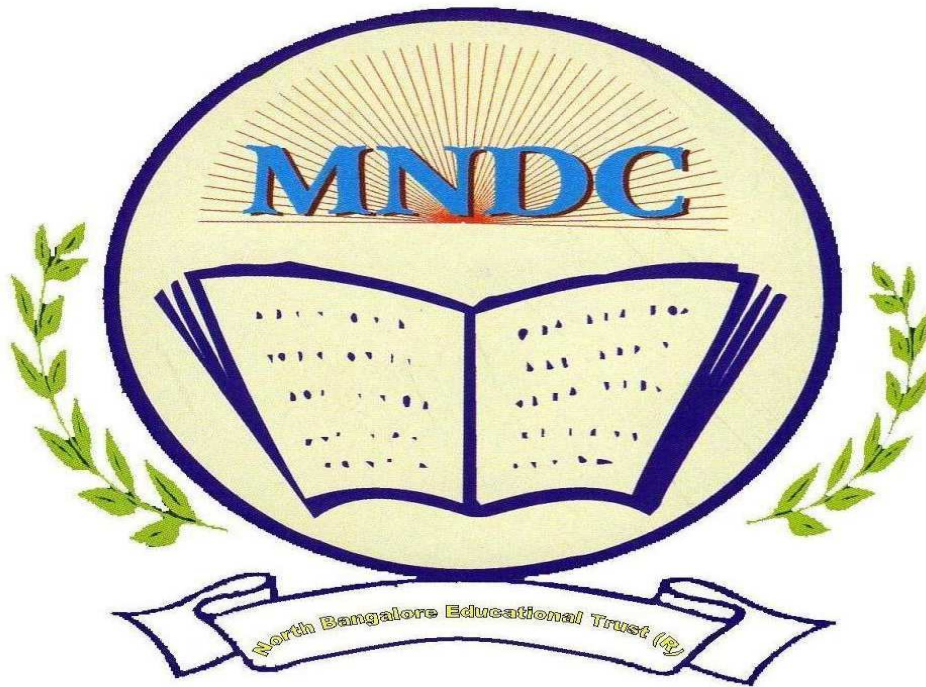




M.N. DEGREE COLLEGE Kammagondanahalli, Bangalore – 560 015.



SELF STUDY REPORT

Submitted to
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL
Nagarbhavi, Bangalore -560072

JANUARY - 2013

M.N. DEGREE COLLEGE
(Affiliated Bangalore University, Bangalore)
North Bangalore Educational Trust ®
Kammagondanahalli, Jalahalli, Bangalore – 560 015.

WEBSITE: www.mndcbangalore.org

PHONE NO: 080-23459094



M.N. DEGREE COLLEGE Kammagondanahalli, Bangalore – 560 015.



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North Bangalore Educational Trust ®

M.N. DEGREE COLLEGE

Kammagondanahalli, Jalahalli, Bangalore – 560 015.

(Affiliated Bangalore University, Bangalore)

Ref.No.MNDC/1161/2012-13

Date: 28.01.2013

Declaration

I certify that the data included in this Self Study Report (SSR) is true to the best of my knowledge. This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in this SSR during the peer team visit.

Signature of the Head
of the Institution with
Seal



M.N. DEGREE COLLEGE Kammagondanahalli, Bangalore – 560 015.



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Ref.No. MNDC/1161/2012-13

Date: 28.01.2013

Self Study Report

This Self Study Report (SSR) has taken a couple of months of strenuous efforts to write, Compile, edit and re-edit. Though it is an Herculean task it led towards the quality enhancement for all of us. We would like to thank everyone for their contribution without which this report could never have been created.

I am thankful to Mr. Devendra Pathak, the Principal of the college for extending his fullest cooperation at every stage. His constant support and encouragement has enable us to complete this task.

I am behold to the members of the NAAC core committee and the members of admin office who have exhibited Herculean resourcefulness in handling the maze of data, completely the report and giving it the Present Shape.

I convey my heartfelt thanks to all the teaching staff for their timely help and support.

We are truly grateful for many hands that made this report possible.

Mrs. Prema. K
Coordinator,
Steering Committee.



North Bangalore Educational Trust ®

M.N. DEGREE COLLEGE

Kammagondanahalli, Jalahalli, Bangalore – 560 015.

(Affiliated Bangalore University, Bangalore)

From the desk of the Principal...

M.N. Degree College was established in 2007 by North Bangalore Educational Trust. The vision was to provide quality education to students from diverse backgrounds, irrespective of region, religion, caste, economic strata and academic performance in earlier years.

This year M.N.Degree College steps into the 6th year of its existence . As I muse over the 5 glorious years of M.N. Degree College growth, my heart fills with love, admiration and pride for the fertile soil which the College provides to the students who enter its portals to leave as responsible human beings. True to its motto, M.N. Degree College always aspires to aim high, scaling great heights in its quest for excellence in imparting human, intellectual and moral formation to the students. Having successfully crossed the various hurdles encountered on the way of its growth M.N. Degree College has grown in stature and strength today, and has become one of the able educational institutions dedicated to the pursuit of knowledge and excellence.

We are extremely pleased to submit this self study report of our college for accreditation. By this humble submission, we offer ourselves for quality inspection to serve better in future by getting accredited. This self study report has been prepared as per the norms set by NAAC and gives an insight into our efforts of scaling new heights and raising the bar further. The achievements of our students recorded in our report bears testimony to the effectiveness of our new endeavours.

We impart to our students the quality education in M.N. Degree College enlighten their minds and enthuse their hearts towards always aiming high.

DEVENDRA PATHAK
PRINCIPAL



North Bangalore Educational Trust ®

M.N. DEGREE COLLEGE

Kammagondanahalli, Jalahalli, Bangalore – 560 015.

(Affiliated Bangalore University, Bangalore)

EXECUTIVE SUMMARY

M.N. Degree a co-education college was established in the year 2007. Initially the college was established with two main streams BBM and BCA. After two years even B.Com stream was also added.

The basic goal of the college is to provide quality education to students because they play a vital role in shaping the destiny of a nation. The students of this college achieved tremendous success after passing from this college.

The college has been established with an aim to provide best education based human values. The college has made sustained and concerted effort in Teaching-learning methodology in turn helps the students for the healthy preparation of their examination. Separate and extra attention is also paid academically backward and slow learners through remedial classes.

The faculty members maintain regular assessment of academic progress by directly interacting with the students and their performance. The communicative skill and confidence level of students assessed through debates, cultural activities and seminars.

The college has a nice eco-friendly campus with in and around its build up area.

Keeping pace with the fast changing word the college has adopted innovative practices to fulfill the growing academic needs of the students and staff which include establishment of IQAS to ensure quality assurance on a continuous basis within the existing academic and administrative system, Academic calendar, individual teacher's teaching plans, staff council meeting to make periodical academic review and discuss major issues, use of ICT, tests the curriculum and various activities are directed towards contributing to the value of quality enhancement of the students and enshrined in university education and core values of NAAC.



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B.

Profile of the Affiliated College



B. Profile of the Affiliated College

1. Name and address of the college:

<p>Name: M.N. DEGREE COLLEGE Address: Kammagondanahalli, Jalahalli west City: Bangalore Pin: 560 015 State: Karnataka Website: www.mndcbangalore.org E-mail ID – infomndc@gmail.com</p>
--

2. For communication:

Designation	Name	Telephone With Std Code	Mobile	Fax	E mail
Principal	Mr Devendra Pathak	O:080-23459094 R:080-23451792	9341052747	23450296	dkppathak@yahoo.co.in
Steering Committee Co-Ordinator	Mrs. Prema.K	O:080-23459094 R:080-23458710	9845495840	23450296	Prema.bhm@gmail.com

3. Status of the of Institution :

- Affiliated College
- Constituent College
- Any other (specify)

4. Type of Institution :

- a) By Gender
- i) For Men
- ii) For Women
- iii) Co-education
- b) By Shift
- i) Regular
- ii) Day
- iii) Evening



5. Is it a recognized minority institution ?

Yes

No

If yes specify the minority status (Religious/linguistic/any other) and provide documentary evidence.

6. Source of funding :

Government

Grant-in-aid

Self-financing

Any other

7. a. Data of establishment of the college 1st August 2007.

b. University of which the college is affiliated/or which governs the college (if it is a constituent college)

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	Nil	
ii. 12 (B)	Nil	

(Enclosed the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

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

Under Section/clause	Recognition/Approval details Institution/Department/ Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	NIL			
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter) : Not Applicable

8. Does the affiliating university Act Provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes No

If yes, has the college applied for availing the autonomous status?

Yes No



9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes No

If yes, date of recognition
(dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes No

If yes, Name of the agency and
Date of recognition (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area in sq. mts.	22,257 sq.mts
Built up area in sq. mts.	1,700 sq.mts

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide number or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities – Auditorium**

The seating capacity of the auditorium is around 400 and facilities like audio/visual, fitted with fans and well ventilated.

- Sports facilities: Play ground** Yes No

BEL Grounds at Chelekere where the following events are conducted:-

Cricket Volley Ball Throw Ball
Athletics Kabbaddi

- Hostels**

- Boys' hostels** : Yes No



- i. Number of hostels – ONE
- ii. Number of inmates : **Nil**
- iii. Facilities (mention available facilities)

Hygienic food and health care

• **Girls' hostels**

- i. Number of hostels : **No**
- ii. Number of inmates : **No**
- iii. Facilities (mention available facilities) : **Nil**

• **Working women's hostel : Not available**

- i. Number of inmates : **No**
- ii. Facilities (mention available facilities) : **Nil**

• **Residential facilities** for teaching and non-teaching staff (give numbers available-cadre wise) : **Nil**

• **Cafeteria : Nil**

• **Health centre : First Aid : Yes**

First aid , Inpatient, Emergency care facility : **Yes**
Ambulance Health centre staff – 108 facilities available round the clock

• **Facilities like banking, post office, book shops**

Banks and other facilities are available around the vicinity

• **Transport facilities to cater to the needs of students and staff**

Staff is given transport facility

• **Animal house : No**

• **Biological waste disposal : Yes**

Regular sewage system of Bruhat Bengaluru Mahanagar Palike

• **Generator or other facility for management/regulation of electricity and voltage –**

1 generator of capacities 25 KVA is installed.

• **Solid waste management facility**

In co-ordination with Bruhat Bengaluru Mahanagar Palike

• **Waste water management**

Through sewage system of Bruhat Bengaluru Mahanagar Palike

• **Water harvesting**

Presently two are used for water purpose.



12. Details of programmes offered by the college

(Give data for current academic year) – 2012-2013

SL No	Programme level	Name of the course	Duration	Entry Qual	Medium of Instruction	Sanctoned student	Students Admitted
1	Under Graduate	B.com I	One year (two semester)	+2	English	60	29
2	Under Graduate	B.com II	-do-		-do-	60	15
3	Under Graduate	B.Com III	-do-		-do-	60	11
4	Under Graduate	BBM I	-do-	+2	-do-	55	05
5	Under Graduate	BBM II	-do-		-do-	55	20
6	Under Graduate	BBM III	-do-		-do-	55	21
7	Under Graduate	BCA I	-do-	+2	-do-	55	15
8	Under Graduate	BCA II	-do-		-do-	55	22
9	Under Graduate	BCA III	-do-		-do-	55	22

13. Does the college offer self-financed Programmes? : Yes No

14. New Programmes introduced in the College during the last five years if any ? Yes No Number

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG	Reasearch
Science	✓	--	--
Arts			
Commerce	✓		
Any other not covered above	Manag		



16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com)

- a. annual system : Nil
- b. semester system : BBM, BCA, B.Com
- c. trimester system : Nil

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specify and provide details)

18. Does the college offer UG and or PG Programmes in Teacher Education? If Yes : Yes No

a. Year of Introduction of the Programme (s) (dd/mm/yyyy) and number of batches that completed the programme :

b. NCTE recognition details (if applicable) Notification No: Date..... (dd/mm/yyyy) Validity..... :

c. Is the institution opting for assessment and accreditation of Teacher education separately? : Yes No

19. Does the college offer UG or PG Programme in Physical Education? If yes, : Yes No

a. Year of Introduction of the programme (s) and number of batches that completed the programme :



b. NCTE recognition details(if applicable) :
 Notification No....Dated... (dd/mm/yyyy)
 Validity.....

c. Is the institution opting for assessment and accreditation of Physical Education separately? : Yes No

20. Number of teaching and non-teaching positions in the Institution

Position	Teaching faculty						Non Teaching		Technical Staff	
	Professor		Associate Professor		Assistant Professor					
	M	F	M	F	M	F	M	F	M	F
Sanctioned by UGC/University/State Government Recruited										
Yet to recruit										
Sanctioned by the Management/society or other authorized bodies Recruited					06	12	03	02		
Yet to recruit										

21. Qualifications of the teaching staff :

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc.D.Lit	--	--	--	--	--	--	--
Ph.D	--	--	--	--	--	--	--
M.Phil	--	--	--	--	Nil	03	03
PG	--	--	--	--	06	12	18
Temporary Teacher							
Ph.D	--	--	--	--	--	--	--
M.Phil	--	--	--	--	--	--	--
PG	--	--	--	--	--	--	--
Part Time							
Ph.D	--	--	--	--	--	--	--
M.Phil	--	--	--	--	--	--	--
PG	--	--	--	--	--	--	--



22. Number of Visiting faculty/Guest faculty engaged with the College. 04

23. Furnish the number of students admitted to the college during the last four academic years.

Categories	Year 1		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	--	02	03	06	06	08	02	05
ST	--	--	--	02	01	03	02	01
OBC	08	05	11	09	05	04	03	10
General	04	03	09	14	19	13	10	16
Others Category - 1	--	--	--	--	--	--	02	--

24. Details on students enrollment in the college during the current academic year.

Type of students	UG	PG	M.Phil	Ph.D	Total
Students from the same state where the college is located	47	--	--	--	--
Students from other states of India	03	--	--	--	--
NRI students	--	--	--	--	--
Foreign students	--	--	--	--	--
Total	50	--	--	--	--

25. Dropout rate in UG and PG : UG 4/76=.052 PG
(average of the last two batches)

26. Unit Cost of Education :
(Unit cost = total annual recurring Expenditure (actual) divided by total Number of students enrolled)

a. including the salary component Rs. 24,915/-

b. excluding the salary component Rs. 8,384/-

27. Does the college offer distance education programme (DEP)? : Yes No ✓
if yes,



- a. is it a registered centre for offering distance education Programme of another University : Yes No
- b. Name of University whose course are offered :
- Number of programmes offered :
- c. Recognized by the Distance Education Council : Yes No

28. Provide Teacher-students ratio :
For each of the programme/
Course offered.

Sl No	Course	Semester			Total	No of Faculties	Ratio
		II	IV	VI			
1	BCA	15	21	23	59	09	1:6.5
2	BBM	05	20	21	46	10	1:4.6
3	B.COM	28	14	9	51	10	1:5.1

29. Is the college applying for Accreditation : Cycle 1 Cycle 2

Cycle 3 Cycle 4

Re-Assessment :

Date of accreditation* :

30. Number of working days during The last academic year

31. Number of teaching days during The last academic year
 (teaching days means days on Which lecturers were engaged Excluding the examination days)



32. Date of establishment of internal
Quality assurance cell (IQAC)

17.08.2012

Criteria-Wise Inputs

CRITERION I: CURRICULAR ASPECTS



CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

MISSION

- To impact quality teaching through necessary information, knowledge and skills which help them to face challenges.
- To inspire motivate and nurture the young minds.
- To inculcate moral, spiritual and social values in students.

VISION

“The College aspires to have a transformational impact on students by creating a healthy atmosphere conducive to learning to make it enjoyable and rewarding and at the same time empower them through quality education.”

OBJECTIVES

The college is committed to making meaningful value additions to the larger interests of society with a clear focus on the needs and aspirations of each individual.

These are communicated to the students, teachers and other stakeholders through prospectus, flexes, college magazines induction program website etc., It aims at imbibing amongst students and teachers a tradition of academic excellence and also aspires in reaching out to society at large. It encourages affinity with the social fabric with regard to various issues. The institution inculcates within students intrinsic humane principles and virtues. It is a guiding light for its entire fraternity of students and staff members to become responsible and committed citizens of the nation.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The College has great potential for growth and ability to impart Quality Education to the students irrespective of their socio-economic gender differences. Our institution runs courses in commerce, Management and computer science, viz., B.B.M., B.C.A., B.Com., with an options of languages kannada and hindi offered as second language to bridge the regional imbalances.

The syllabi for Commerce and Management furnish necessary acumen for the students to equip themselves to be ready to the global job



market trends, the program caters to the students at different levels in the society. Innovative, Inter-disciplinary measures implicit through Workshops, Business Labs.

Remedial classes for slow learners, industrial visits, projects, workshops, supplement the curriculum to achieve quality in academics.

- Career oriented mind skills and life skills programs are taught to facilitate the students to become multi-competent and employable
- Value orientation and infusion is conducted through programs on self development.
- Scholarships and financial assistance are offered for quality sustenance by recognizing and rewarding students for achieving their academic excellence.
- Functional IQAC for quality assurance established recently.
- Alumni Association - to involve the old students in the development activities of the institution.
- Women's Cell – “**PRERANA**” for gender sensitization and empowerment.
- Daily assembly - a platform for direct sharing of information.
- Training & Placement Cell - to establish link with corporate sectors and provide jobs for the deserving students through campus recruitment.
- Eco-club - to evince interest in nature.
- Sports.
- Computer labs, audio-visual aids, well equipped library.
- Career plan - to promote career development orientation.
- Cultural forum – “**SPANDANA**” a creative base for showcasing hidden literary and cultural talent

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

- The University frames the syllabus.
- The Bangalore University organizes workshops to the teachers regarding the up graduation of syllabus.
- The institution is providing LCDs and white boards, to teach effectively in the class.
- The departments have been organizing workshops, seminars, quizzes and industrial trips and visits.



1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.

For effective curriculum delivery the institution is providing the teaching aids viz., LCDs, the reference books, and digital library.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

Visits to industries of repute in all areas of management, providing internship in the areas of student's specialization

1. Signed MoU with M.N.Technical Institute.
2. Signed MoU with Leo Logica Technologies.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

Mr.Iranna Nayak and Mrs.Chitra Ravie along with students attended a workshop on “**Research methodology**” in **St.Claret college**.

Mrs. Divya and Mrs. Jisha along with all BBM And BCOM students attended a seminar regarding “**Financial Investment**” in **St.Claret college**

Mrs Madhumitha one of our BCA faculty participated in the workshop at Bangalore university on “**e-Governance:challenges and prospects**”

Also, we collect the feedback from members of alumni, parents, employers and teachers on the University curriculum and communicate the same to Board of Studies.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university)by it? If ‘yes’, give details on the process (‘Needs Assessment’, design, development and planning) and the courses for which the curriculum has been developed.

We are providing rigorous tutelage:

- To the degree students “**Computer Fundamentals**” course is provided in the usage of computers, to help them to become computer literate, and to get information through Internet.
- To the students of non-mathematical background at Plus 2 level, we conduct “**Basics of mathematics**” course to help the



students to gain basic mathematical skills

1.1.8 How does institution analyse/ensure that the stated objectives of curriculum are achieved in the course of implementation?

By identifying the number of students placed in different sectors, also motivating the students to pursue higher education. We also try to monitor whether the curriculum helps the students to become entrepreneurs. Analysis is procured based on the feedback from members of alumni, parents, employers and academic peers.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

The college offers certification programs for:-

BCA : JAVA orientation programme

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

We do not offer any programmes that facilitate twinning/dual degree.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability

- **Range of Core /Elective options offered by the University and those opted by the College**

We offer HR, Marketing, as electives. These electives are offered as per Bangalore University norms. The following are the various subjects offered by the Bangalore University are as follows.



SL NO	CLASS	SUBJECTS	
		COMPULSORY/CORE	OPTIONAL
1	BCA	English, ,Data Base Management System,Oops Using C++,Civic Sense,Electronics,Computer Fundamentals,'C'programming,Data Structure,Numericals,Operating System,Indian Institution,Unix Programming,Visual Basics,Environmental Studies,Data Communication And Networking,Software Engineering,Computer Architecture Java Programming,Soft Skill And Personality Development,Project,Web Programming ,Computer Graphics,Analysis ,Design And Algorithm,Project,System Programming	Hindi ,Kannada
2	BBM	English,Business Communication,Fundamentals of accounting,Maths,Business environment,Business Economics,Business management,Organisational behaviour,Financial Accounting,Environment Management,Statistics Studies,Marketing,Human resources Management,International Business,Corporate accounting,Computer Fundamentals,Service Management,Business Law,Production and operational Management,Financial Management,Computer application In business, Cost accounting, Income Tax, Project management, Business Research method, Industrial Relations, Law and practice of Banking, Human resource development, Management Accounting, Labour Welfare And Social security, Labour laws, Entrepreneurial development programme, management information system, strategic management	Hindi,Kannada, Marketing, Human Resources Management
3	BCOM	English,Business communication, Financial accounting Principle of management,,Business Economics, Corporate Accounting-I And II,International Business, Human Resource Management, Marketing Management, Cost Accounting, Income Tax-I And II,Production Operational Management, Business Law,Labour Welfare And Social Security, Law And Practise Of Banking, Financial Accounting-II,environment studies,compu tr fundamentals, human resource development, management accounting	Kannada,Hindi. Sanskrit,Telugu Marketing, Human Resources Management



- **Choice Based Credit System and range of subject options:**
There is no choice based credit system as per Bangalore University norms.
- **Courses offered in modular form:**
No modular courses are offered in Bangalore University.
- **Credit transfer and accumulation facility**
Credit Transfer and accumulation facilities are not available in Bangalore University
- **Lateral and vertical mobility within and across programmes and courses**
Options as prescribed by University are followed
- **Bridge courses**
Basic courses to help aspirants to get familiar with the syllabus and to make them feel at ease.

“**Computer Fundamentals**” course for all the Degree students is providing the usage of computers, to help them to become computer literate, and to get information through Internet.

“**Basics in Mathematics**” A foundation course for students of non-mathematical background at PUC level.

1.2.4 Does the institution offer self-financed programmes? If ‘yes’, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

We do not offer self-financed programmes other than University curriculum.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.

We train our students in Quantitative aptitude, verbal ability in English, General Awareness, so that they can get jobs as there is huge employment potential in both public sector and private sectors.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

The Institution has not taken affiliation to combine the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice.



1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

Based on the curriculum framed by the university, a time table is designed to accommodate the syllabi pertaining to a particular discipline. The institution monitors the students' academic progress through intermittent tests, home assignments, project works, and continuous interaction with the students along with the subject teachers.

The institution has a system of assessing students' knowledge and skills by identifying slow and advanced learners. The slow learners are counselled and remedial classes are conducted. We provide guidance to advanced learners to face challenges.

The institution's goals and objectives are integrated in such a manner that the employability skills + the value added courses mentioned above are imparted to help the students to be industry ready. Also the institution provides opportunities for over all development by involving the students' in co-curricular and extracurricular activities.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

We conduct Personality Development Programs (PDP) as a part of our regular curriculum. PDP is given one hour a week in the regular time table.

The contents covered in the PDP class are:

- Group Discussion concepts & Practice
- Resume preparation
- Personal interviews concepts & practice
- Goal setting, time & stress management
- Public speaking etc.

The students who got trained in the above mentioned topics would clear almost all the recruitment procedures of companies of repute.



1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The Bangalore University has designed the curriculum by introducing the following courses:-

- i) Civic sense
- ii) Environmental Sciences
- iii) Computer Fundamentals as a prerogative to qualify for bachelor degree programmes

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

Daily Moral and ethical values

- i. The students are motivated by the way teachers are telling the moral stories and epic stories in the class itself

Life skills

- ii. Students are allotted the different responsibilities in organizing various events and activities such as cultural programmes, competitions, seminar
- iii. Workshop etc. In this way they improve their team building and organizational skills.

Better career options

- i. The college provides regular computer classes for all students to develop their skills of basic computer operating principles which include basic Computer Operation, MS office, Internet operations et

Community orientation

- i. A rally was conducted on using eco Ganesha instead of colourful idols and
- ii. Awareness was given on the effects of paintings.

1.3.5 citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

From the academic background and from personal discussion we generally have with the students, we suggest them to take bridge courses in Mathematics, Accounts, English language etc., so that they could follow the degree programs.

We take the feedback of alumni and employers and also take inputs from visiting industry personnel to introduce add-on courses in addition to regular curriculum.

The teachers collect the exit level feedback from the graduates regarding learning process after the end of academic session every year.



1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

An advisory committee with five experienced faculty members has been constituted to monitor and evaluate the efficiency and success of these enrichment programs. This committee meets with higher authority like principal from time to time and amends the enrichment programs to meet the desired objectives. The institution makes sure that the programmes offered in the curriculum included contribution to national development, fostering global competencies among student, inculcating a value system among students, promoting the use of technology and quest for excellence. The college's efforts to ensure that the curriculum bears a thrust on these core values include the initiative for contribution to national development. The college used educational as the tool for empowering women and through the transaction of the curriculum it has adopted, it seeks to address the all round development of the students enrolled in the various academic programs if offers.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

We are following Bangalore University syllabus; so, we get less scope in designing the curriculum, also when we are consulted suggestions are given in updating the curriculum. The design and development of the curriculum is in the hands of university. So faculty members regularly attend workshops and seminars on revision of curriculum. The college can only forward the suggestions of its faculty to the university through the members the Board of studies.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

The students are taking up the degree course based on the curriculum framed by Bangalore University. The institution encourages various stakeholders such as students, alumina to give their feedback and communicates it to the relevant authority to the university through suitable channel. During the meetings conducted for the heads of the institutions by the university we have propounded about the changes to be incorporated in the curriculum.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?

We were not introduced any new programmes by the institution during the last four years.



**CRITERION II:
TEACHING-LEARNING
AND
EVALUATION**



CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

Through

- **Prospectus** - It contains details of programmes offered at the Institution, student academic profile of the previous years, special facilities and amenities of the Institution.
- **Hand bills / Hand outs** – These are inserted and distributed to the surrounding areas to bring awareness of the courses offered by the institution, to help aspirants to opt for the right choice in the selection of their course of study.
- **Advertisements in news papers** – Similarly, the contents related to the courses offered by the college is published in the reputed Newspapers circulated in the state of Karnataka as well as in the North-east regions, also through electronic media.
- **Hoardings** – Hoardings are displayed in prime localities which exhibit all the details pertaining to the disciplines taught in the institution.
- **Word of mouth** – By the students who have experienced the commitment of the faculty as well as the disciplines imparted. This helps us abundantly to enhance the students strength.
- **Web site** – A well developed website of the institution, provides detailed information about the courses, and admission process. The website address (www.mndcbangalore.org) is made popular by inserting the same in all leaflets, prospectus, news paper advertisements, hoardings, etc.
- **Any other**
- Advertisements are placed in the buses which ply through different parts of the city.
- **Transparency in admission process:**
 1. The students are counseled about their interest of studies before they seek admission.
 2. Information about the fee structure and code of conduct (Attendance, Uniform, and ID) are provided.



2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

Application forms can be brought from office and on the spot enquiries are attended to by our administrator staff. Selection of student to the course is based on marks obtained in qualifying exam. The counseling team helps the students to make the choice of the medium of instruction and subjects.

The college is affiliated to Bangalore University, and the courses offered are:

- B.B.M.
- B.C.A.
- B.Com.

SC/ST, minority, and other backward community.

Students are advised about the fee concession, scholarships and other privileges/ facilities offered by the Government.

Eligibility criteria are taken care as per the norms of the Bangalore University.

The required documents and certificates (like marks card, Transfer Certificate (TC), migration / eligibility certificates, etc.), are scrutinized before admitting the students to the course of their choice.

We offer fee concession for **economically** weak students and the Employees' children of the institution too.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

Admissions are made based on the eligibility criteria of the Bangalore University.

As per the norms of the Bangalore University the eligibility criteria for any UG course the student should have a minimum of 35% of marks from a qualified exam

No cut-off percentage is fixed.

Admissions are made on first come first served basis, keeping in mind the eligibility criteria.



2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If ‘yes’ what is the outcome of such an effort and how has it contributed to the improvement of the process?

We review the admission process and the students’ profile annually, to enhance the admission we give preference to the, backward caste, Scheduled Caste, Scheduled Tribe, differently abled.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

- SC/ST
- OBC
- Women
- Differently abled
- Economically weaker sections
- Minority community
- Any other

Admission policy of the Institution caters to the needs of student’s community, especially:

- Preference is given to SC/ST candidates as per the University criteria.
- Similarly we admit OBC students to bring them to the lime light of society.
- Women candidates are admitted.
- Minority community students are given equal preference, to elevate them for a higher paradigm.
- The management policy is to offer fee concession and academic assistance to differently abled students.
- Students of Economically weaker section are given financial assistance / fee concession.
- Single girl child in a family is also given fee concession



2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

SL.NO	COURSE	YEAR OF APPROVAL	SANCTIONED INTAKE	ADMISSION			
				2012-13	2011-12	2010-11	2009-10
1	B.B.M	2009-10	55	05	20	21	16
2	BCA	2009-10	55	15	22	22	06
3	BCOM	2009-10	60	28	15	11	NIL

2.2 Catering to Diverse Needs of Students

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

As per the norms of the university, they are given an extra time of 30 minutes to complete the University examination. All necessary help is extended to the differently-abled students.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

We counsel the students during admission and elucidate the courses that are offered to help the aspirants to choose the course based on their interest.

Some of them are:

- English language speaking course for those who are poor in English, as well as to non-English speaking country students
- Enabling students to enrich their knowledge in the disciplines such as mathematics, computer course at under graduate level.
- Basics in Mathematics and statistics are taught for B.COM. B.C.A. and B.B.M. students to enable them to cope with subjects of study to these courses.
- Basic computer fundamental and computer application in business are taught BBM,B.COM as part of academic



2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.)

Enrichment courses like personality development programmes are also conducted to improve students personality and motivate them for an innovative and creative mind set. Where a disadvantageous learner is identified by the class teacher, they institute appoints a guardian teacher to help him or her with counseling and intensive coaching.

Some of them are:

- Basic English Language course for those who are weak in English language.
- Qualified and experienced teachers are appointed to handle English language classes.
- **Remedial classes for slow learners** – we have devised a mechanism for continuous monitoring and evaluation of students. This system helps to identify slow. Subsequently, programmes are designed to cater to the special needs. The slow learners are identified based on
 - The performance in the internal exam
 - The performance in surprise test
 - The performance in the University examinations of earlier semesters.

Strategies adopted for facilitating slow learners –

- Identify the bright students in every classes and formed a team under the bright students to provide a special coaching to the slow learners
- Remedial classes are organized to clarify doubts, re-explain important topics to help and to improve performance of such slow learners
- Poor performance due to frequent absenteeism is dealt with by consulting parents of the student concerned. Appropriate counseling with additional teaching, eventually helps to make him/her to attend regularly.
- Our staff members maintain a good rapport with students and deal with their problems in a friendly manner.
- Additional coaching classes are conducted to students who have back logs
- Soft skill and personality development classes are conducted at frequent intervals to improve their attitude.
- Special coaching classes are held to students to improve mathematical skills.



The following add-on courses are introduced to students:

- Java training program conducted for BCA course
- Basics in Mathematics and statistics are taught for B.C.A. and B.B.M. B.COM. Students to enable them to cope with subjects of study to these courses.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

Utmost care is taken to provide proper academic ambience especially to girl students.

So , we have introduced uniform system in order that they look modest as well as to bring uniformity.

There is a women's grievance cell, wherein extra attention is offered to students on one-to-one counseling by lady faculty members.

Anti-ragging committee is set up to negate the activities of ragging; however, stern action is taken against the miscreants if any. so far no such incident happens in our campus.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

Strategies adopted for facilitating advanced learners

Advanced learners are continuously encouraged to strive for higher goals by providing them additional inputs for better career planning and growth viz.,

- Assigning them seminar topics and taking their assistance for coaching slow learners
- Devising challenging assignments commensurate with their skills.
- Involving them in soft skill and Personality Development Programmes offered through regular classes. The time table is framed in such a way that the SSPDP classes are included.
- Assigning them mini projects which involves field surveys and industrial visits to inculcate research orientation.
- Providing opportunities is imparted to motivate students to attend or present papers in seminars.
- Insisting them to participate in classroom seminars, group discussions, technical quizzes to develop analytical and problem solving abilities in them and thereby, to improve their presentation skills.
- Training them in the use of audio-visual aids like use of power point, charts, models etc for effective presentation
- Providing opportunities to develop their creativity by organizing cultural, and sports competitions.



- Encouraging students to contribute articles of interest to publish in the College Magazine - **MEMOIR**
- The articles are displayed on the Notice-board, to motivate other students to actively participate in such type of co-curricular activities.
- The students who score highest marks are felicitated in the college functions

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

We prevent and avoid the dropout rate as-far-as possible. In case we find a student who plans to discontinue feeling that he/she is a slow learner or from the disadvantaged sections of society or from the economically weaker belt, such students are called, motivated and mentored by our faculty, appraising the need and necessity for him/her to continue studies in order that he / she will be an asset to the society and not a liability either to the parents or to the nation.

Each student's data is maintained to know about their attendance status, performance in tests and exams, and are encouraged to do better

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organise the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

Planning the teaching-learning and evaluation schedules:

College prepares calendar of events based on the calendar of events of Bangalore

University. It includes:

- Department wise teaching plan is prepared at the beginning of each semester. The syllabus of each subject is unitized and covered systematically in class before the term examinations.

Organizing the teaching-learning and evaluation schedules:

Work distribution / Subject allotment

The subjects are allotted to the teachers well in advance with their consultation and by considering their expertise. Time tables are framed according to the number of hours allotted by the University/as per requirement, and displayed on the Notice board to create awareness of day to day activities.



Lesson / Lecture plan

Teachers prepare the lecture plans before commencement of the semester in each subject that is handled by them. These lecture plans are reviewed by the HoD. The completion of the topic based on the lecture plan is monitored. This indeed helps in achieving the desired goal of teaching the subject in each semester.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

IQAC is formed very recently and we are in the process of preparing expected outcomes of each of the functions and suggest process for achieving the same to takeoff the quality assurance process on the campus.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

The college offers a lot of support services to its teachers for making the learning student centric. The college provides a well stocked library which boasts of latest books and technical magazines which the faculty uses efficiently to provide comprehensive and latest information to the students. Students are also encouraged to use the library independently that enhances their knowledge.

Apart from it, the college provides facilities, where students participate in GD's, Debates and Seminars. The college also encourages the use of internet and computers by the staff and students to keep them abreast of the latest developments in their respective field of study.

Our institution takes utmost care in all academic activities with all alacrity and acumen and makes more students centric by taking the onus of making the individual a viable and responsible citizen of the nation.

The institution adopts the following strategies to cultivate life skills in the students:

- Developing communication & presentation skills through personality development programs periodically.
- Enabling students in problem solving by assigning mini projects.
- An Enrichment programme is designed for students with rural backgrounds in order to strengthen their confidence.
- Team spirit is developed by assigning group projects.
- The College Annual Sports Meet is held to bring out the best sportsmen
-



For the acquisition of Knowledge Management Skills

- Students are trained and encouraged to participate in paper presentations/ seminars and prepare project proposals.
- Students are motivated to apply their acquired knowledge in software development
- Our libraries are well stocked with adequate books of recent editions, magazines. Students can make use of these facilities to update their knowledge.

Inauguration day

Every year this event is organized to make the new comers feel at ease and adjust to the new environment, creating new friendship, knowing their teachers and placing themselves to the new academic ambience. An orientation programme is exclusively arranged to appraise them about the subject of their choice and the peripheral areas about the discipline and the outcome of such course of study for career opportunities.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

In addition to subjects of regular academics, training on new technologies, personality development and communication skill classes are also conducted regularly to the students to face the competitive world with all acumen.

Students are encouraged to write for their college magazines. In Computer science, students are guided to develop software projects, instead of giving them, readymade projects, students are advised to write their own code. This helps them in understanding the software development process and innovate their own methods of finding solution to attend to critical problems in software development.

As per University curriculum for the B.B.M course, students gain industrial exposure which helps them in the preparation of the Project Report in disciplines viz., Human Resource Development, Marketing, during their final year.

For acquisition of lifelong learning

Sharing of knowledge, among peers and also with learned people is made possible by organizing group discussions, seminars, and other group activities in the campus.



2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The use of modern multimedia teaching aids like multimedia projectors, Internet enabled computer systems are usually employed in computer lab instructions as well as other student learning experiences. The students are also encouraged to use computer software packages for meaningful analyses of the experimental data collected/acquired by them.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

- Faculty are encouraged to attend orientation seminars & workshop
- Group discussions are conducted as part of the curriculum for the students.

2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

For every class, a teacher is nominated as mentor. He/she counsels these students on one-to-one basis to understand their problems (including psychological or emotional) in learning. The mentors will give a report to the grievance cell if any additional counseling is necessary.

Guidance to pursue higher education is also suggested by senior faculty members by nurturing the importance of higher education and navigating them to the right University for enhancing their scholastic up-gradation.

Personality development classes are conducted to enable them to improve the employability skills and to handle their emotions apply.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the the impact of such innovative practices on student learning?



The institution believes that, effective learning is possible, only when the teaching-learning process includes the active involvement of both the teacher and the students simultaneously. The Institution encourages the teachers to use latest technology and adopt innovative approaches for effective teaching.

The institution adopts a combination of various methods of teaching namely interactive, discussion, project based, seminar methods to supplement the normal lecture method, based on the nature of the content.

Lecture Method:

The lecture method is made more interactive to make the students actively partake in the lecture. The lecture method is used to explain in abstract the conceptual part of the subject, which demands critical thinking and analysis. Teachers present the relevant data and diagrams through power point presentation. Surprise tests are conducted intermittently to test the comprehension part of the subject taught.

There is ample scope for active participation of the students through discussions in each course. The students are intimated about the topic covered in the forthcoming classes to enable the taught to get prepared for the interactive session, thus making lecturing more inspiring.

Hands-on learning method:

This method helps students to apply their mind to strengthen the knowledge given during the lecture. In computer science, the students are compelled to write their own program code to give solution to a problem. The final year students of BCA are guided to develop software projects to understand the stages involved in developing customized software.

Seminar method:

Students are advised to gear up themselves with the pre-assigned topic to present a seminar in the class room. The training is also provided in the use of ICT to present seminar in a concrete manner. This method is very effective in motivating students to undertake extensive reading, and develop communication and presentation skills.

Computer – Assisted Learning (CAL) method:

Computer – Assisted Learning is one of the effective methods in teaching – learning process particularly in core subjects. It is extensively used for visualizing, analyzing and understanding complex topics and in interpretation of large data.

ICT is also used to repeat important concepts for slow learners.



2.3.9 How are library resources used to augment the teaching-learning process?

The libraries have adequate material and books authored by Indian and foreign writers to carry course instruction on the prescribed curriculum.

Question banks & previous year question papers on each subject are made available for students and faculty reference. The institution has centralized library. The library continues to provide the following current awareness services in order to alert users to latest information of their interest.

- List of new entries
- Useful articles
- News items

The catalogues from different publishers are filed. Heads of departments can order for books from these catalogues. The range of subjects represented by the library collection reflects our institution's ever growing zest for newer areas of study and research. Some faculty members have their personal collection of a large number of books and they share the books and journals with the fellow colleagues, the UG students round the clock. Majority of staff can efficiently use the internet and they liberally share their

The paper cuttings on important issues are displayed on the Notice-board for students' information.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

The institution plans well in advance in completing the curriculum within the time frame stipulated by the University. However, if required special classes and revision classes are conducted.

Though the calendar of events sent by the University keeps changing abruptly, the institution plans to create a calendar of events which will enable the completion of the syllabus well in time.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

Feedback from the students is used as one of the important criteria in evaluating the teachers.

Suggestion boxes are kept open to the students to express their opinion regarding the teaching learning activities.



For a comprehensive assessment of the teaching–learning process in the classroom, feedback is taken from the students, once a semester.

The students’ feedback is analyzed by the committee comprising of the respective HODs, the principal and the management. The faculty member with inadequate feedback is advised to improve and enhance their subject knowledge, presentation skills. The senior faculties are advised to orient the faculties concerned. During these sessions, the faculty members are trained to improve their pedagogic skills. The faculty members who secure excellent feedback are appreciated by offering better increment.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

The college strives to recruit and retain teachers who are competent, experienced and experts in their respective field of study. The college is always ready to absorb the best teachers available. The college finds new and able teachers by way of references from other teachers and experts in the area. The college also conducts campus interviews and goes to various colleges and campuses to tap the young talents. The college also advertises in the local newspapers, National Newspapers, and internet in order to reach the best teachers available in the other states of Country. After getting applications in response to these from the eligible candidates, these are scrutinized and compiled.

To retain the available staff, facilities like, Medical leave, Casual Leave etc, PF,ESI,maternity leave and paternity leave is given. They are also given study leave if they wish to upgrade their qualification for pursuing M. Phil or Ph.D or any other course.

HIGHEST QUALIFICATION	LECTURERES		TOTAL
	MALE	FEMALE	
M.PHIL	NIL	03	03
P.G	06	11	17
B.ED	NIL	03	03



2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

We normally recruit senior faculty members to lace their expertise in the conduct of various programmes offered at degree level.

The existing faculty members are motivated and encouraged to enhance their qualification and knowledge in the subjects that are in great demand.

Around 2 registered for MBA(pursuing).

- Mrs.chitra ravie
- Mrs.jisha Moll

The management encourages staff members to appear for UGC NET and SLET examinations NET cleared:

- Mr.Ananda

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	01
Orientation programmes	01
Staff training conducted by other institutions	04

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

- ❖ Teaching learning methods/approaches
- ❖ Handling new curriculum
- ❖ Content/knowledge management
- ❖ Selection, development and use of enrichment materials
- ❖ Assessment
- ❖ Audio Visual Aids/multimedia

The faculty members are oriented towards the usage of latest ICT, the website addresses are provided to acquire latest information.



2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

Teachers are encouraged to attend Seminars and Conferences and publish papers. The management is always willing to support and grant study leave to faculty members who volunteer to propel their ideas in the knowledge scenario.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

The faculty did not receive any awards so far from the state.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

- Prior intimation regarding the evaluation process is given to students and faculty.
- Faculty members are informed about the feedback process and the parameters used, and its importance.
- All the faculty members are informed to take feedback positively, as it is meant for their improvement.
- Regular Feedback from the students is used as one of the important criteria in evaluating the teachers. After collecting the feedback from students, each individual teacher is allowed to go through the student's feedback.
- The management appreciates the teachers who have excelled well and if any teacher's performance is below the expectation, they are counseled and motivated individually. They are also advised about the methodology that can be adopted like, internet, etc. to enhance their quality of teaching.
- The parents of some students have appreciated the teachers' interaction with them orally, when they were called to make aware of their wards performance in academics and irregularity.



2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The institution maintains complete transparency in the evaluation process. The students are intimated well in advance about the conduct of three internal tests. The circular pertaining to notification of the scheduled internal exam's time table are displayed on the notice board as well as circulated to every class for information to the students.

The evaluated answer scripts are distributed to the students to understand their flaws if any in their answers. We advise students to stress more on the important points to be delivered in the answers in order to score better marks.

The evaluation is transparent and in case of any discrepancy in evaluation, students have the prerogative to bring to the notice of the subject teacher/mentor/HOD.

A number of assignments, group discussions, quizzes, Seminars etc. are conducted to assess the student's performance.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

- The evaluation method used in the University examination like chapter wise weight age assigned, and the scheme of valuation is communicated to the respective students and to the teachers who are handling the subject.
- The internal test and question papers are prepared based on these guidelines.
- In addition, (as there are no major evaluation reforms of the university,) the institution however has initiated and adopted some reforms to nurture and navigate good behavioral aspects imparted by the faculty members that help them to be the pioneer in the environment which in turn helps the students to be morally and ethically good.
- The institution also encourages independent learning and initiates excellent communication skills by providing skill development classes, to make them present seminars to create a paradigm of confidence among the students.
- In addition, importance is given to the project review and their overall performance in viva, which is a prerogative to obtain a bachelor degree.



2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

- The blue print of weight age of marks in each subject is followed while preparing the question paper for internal test and preparatory examination.
- Committee comprising of the principal, the head of the departments and senior lecturers of respective departments is formed to assess the quality of internal evaluation.
- Monthly attendance, test marks, are send to the parents regularly

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

- Through internal evaluation we identify slow learners and conduct special classes for them.
- The following assessments and events are conducted to measure the overall performance quotient of a student in curricular, co-curricular and extra curricular activities.
- For example, the BCA, BBM and B.Com students who got admitted in this institution had secured only the minimum marks for passing in II PUC examination, through counseling and motivation, and by encouraging independent learning these students have secured 1st class in their UG level exams, an excellent feat by the students. Their behavioral aspects had a total transformation, their personality got revolutionized and subsequently their communication skill brought them to the limelight.
- Internal evaluation is done to check the students' comprehension skills and knowledge.
- Literary competitions are conducted to improve their writing skills, skills to compete for the programs.
- Cultural events to showcase the potential hidden talents
- Sports activities to generate team spirit
- The students who lack communication skill are provided special coaching in English language and thereafter to actively take part in academic activities.



COURSE	APPEARED	CLEARED	I CLASS	II CLASS	PASS	%
BCA	05	04	04	NIL	04	80
BBM	16	16	15	01	16	100

2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

Every month attendance of the students is sent to parents

If the students are irregular to the class, the parents are intimated through phone calls.or writing a letter

Attendance status of each student is uploaded to make possible for the parents to know their wards regularity in attending the classes.

Every semester result of each student is analyzed and students are motivated to do better.

2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

The Institution adopts the following criteria while assigning the internal marks:

- Internal tests carries 80% weightage
- Assignments and seminars which tests their independent learning, communication skills carries 10% weightage
- Attendance – carries 10% weightage apart from this, importance is given to project review and their performance in the viva.



2.5.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If ‘yes’ provide details on the process and cite a few examples.

Based on the results of 1st unit test, the following measures are taken.

- Special attention is given to slow learners by conducting extra coaching classes on one-to-one basis by clarifying their doubts and guiding them to improve writing skill by conceptualizing the matter that is required for answering.

Subsequently the students’ progress is monitored semester/test wise. This helps in evaluating the overall performance of the students.

2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

The evaluated answer scripts are distributed to the students to rectify the flaws in their answers. We advise students to stress on important ingredients that are needed to be retrieved and delivered in the answers to score better marks.

The evaluation is transparent and in case of any discrepancy in evaluation, students have the prerogative to bring to the notice of the subject teacher/mentor/head of the department.

Students’ grievances if any in evaluation of their answer scripts, they can apply for revaluation.

Separate admin staff is appointed to liaison with University to solve students grievances regarding evaluation, discrepancies in the marks cards, etc.

2.6 Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If ‘yes’ give details on how the students and staff are made aware of these?

The college has a clearly stated document on the learning outcomes.

75% of the students should clear the university exams in first attempt itself. Another 15% in second attempt and remaining in the third attempt. 60% of students who cleared in the first attempt should get first class.

At least 60% of the students should demonstrate their knowledge & skills by doing socially relevant/high-tech project.



2.6.2 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The institute leaves no stone unturned in molding its students into individuals who can solve real life problems by applying the knowledge they learned during their stay on the campus. Gainful employment, entrepreneurship and pursuing of higher education at institutes of repute are our goals for our students.

We provide our students computing facilities, Internet facility.

We conduct remedial classes; tutorials and one-to-one counseling for our students to improve pass percentage.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

The faculty members counsel the students to pursue higher studies after their successful completion of UG programme.

2.6.4 How does the institution collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning?

The data of failed students in each semester/subject are collected once the results are announced and assimilated in such a way as to find out why the learning outcome is not effective and on whom the lacuna needs to be identified & rectified.

The grievances and weaknesses of such students are given prime importance and redressal is monitored by conducting extra coaching classes in the subjects needed and counseled by the faculty in charge of the group.

Hence, to overcome such barriers of learning, we organize seminars, workshops, and give assignments, mini projects to understand students learning abilities. We record the students' performance in the above mentioned activities and use it for better planning for successive years ahead by breaking the learning barriers of the students like comprehension, analytical skills, language proficiency.

Periodic meets are arranged in which faculty and students review the teaching learning process.

Continuous evaluation of students through intermittent tests and home assignments in the subject the student is weak in each semester in addition to university examination is done.



2.6.5 How does the institution monitor and ensure the achievement of learning outcomes

A student's progress on campus is based on 2 factors:

- (i) regularity and
- (ii) performance in the examination.

The college has an effective and automated student information system for tracking students' attendance as well as performance in every internal test conducted in the semester. Attendance reports of every student are consolidated day-wise and month-wise.

Likewise, the performance report after every internal exam are prepared by the examination cell and sent to the HoDs for perusal, and thereafter the faculty along with HoD interact with parents and students, to help the student to perform better. Also, the college maintains a database of the students pursuing higher studies. The institution records the students information who are placed in various industries.

2.6.6 What are the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

- **Punctuality / Regularity** - Attendance slip is collected within the first 15 minutes of each period. Soon the absentees will be informed to the parents through phone call.
- **Discipline** - Discipline committee is formed to monitor whether the student attends the classes on time with proper uniform, ID cards. Their behavior is monitored within the class and the campus as well.
- **Performance** – Intermittent tests, preparatory examination, practical exams, project review, mock viva, students performance records are maintained for evaluation and regular tutelage is offered for weaker / slow learners.
- Mobile should not carried
- Industrial visits and tours are organized to the students' every year.
- Value added courses and employability skills are conducted to benefit the students'.
- Regular group discussions, seminars and quizzes are conducted.
- Students are given industry oriented, live problems to work for their projects in final year.



CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION



CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

Institute does not have any University approved research center/s of the affiliating University or any other agency/organization.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Its under process

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

To create the zeal among students and teachers, college has procured latest equipments, updated the library facility and subscribed the research journals. Currently there is no research project as such being implemented.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The institute motivates the students for higher education; the staff is always on its toes when it comes to encouraging the students to join higher education for research

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

No faculty is involved in research work.

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

No any such workshops and training programs are conducted.

3.1.7 Provide details of prioritised research areas and the expertise available with the institution.

As stated earlier, we do not have any research centre.



3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

As stated earlier the college is not having a registered research centre of the affiliating university

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

It's been provided as and when required to the staff by management.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

NIL

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

No separate budget is allocated so far. This activity has been treated as one of the regular academic activities. Of late, we have realized the importance of forming a separate cell for this activity. We will take a decision about the budget allocation to this cell in the next Governing Council meeting.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

At present the institution has not provided any special seed money to the faculty for research. Some seed money will be allocated after getting sanction in the next Governing Council Meeting.

3.2.3 What are the financial provisions made available to support student research projects by students?

As per University Syllabi or curriculum, no degree program includes any research work/project; hence, there is no need to provide any financial support to the students for research project.



3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

The institute has been conducting basic degree program and in these degree programs there is no provision for research work.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

Library facilities and its conducive environment encourage/motivate the staff and students to take a forward step to pursue research in their relevant field/interests. The Institute has a well stocked library which includes latest syllabi as well as reference books of all relevant subjects and disciplines and the institute is always eager to purchase new edition of books every year.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

No, the institution hasn't received any special grants or finances from the industry

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing and completed projects and grants received during the last four years.

There is no any support provided to the faculty in securing research funds. But the college management providing the funds to carry out initial activities.

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

As mentioned earlier, we are an under graduate college and curriculum of the courses available in the college does not carry any research component, hence no research scholar is enrolled.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

As per the curriculum issued by the affiliating University i.e Bangalore University, the basic infrastructure is available for the under graduate students.



3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If ‘yes’, what are the instruments/ facilities created during the last four years.

We have not submitted any proposal to funding agencies so far

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

There is no the research facilities made available to the students and research scholars outside the campus / other research laboratories

3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

NO

3.3.6 What are the collaborative research facilities developed / created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

In the college campus the following infrastructure exists which can be utilized for teaching

- Laboratories
- Library
- Computers

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

- Patents obtained and filed (process and product)
- Original research contributing to product improvement
- Research studies or surveys benefiting the community or improving the services
- Research inputs contributing to new initiatives and social development

Nil

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If ‘yes’, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

NIL



3.4.3 Give details of publications by the faculty and students:

There is no publications by the faculty and students.

3.4.4 Provide details (if any) of

- **research awards received by the faculty**
- **recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**
- **incentives given to faculty for receiving state, national and international recognitions for research contributions.**

There is no any research awards

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

We have a placement cell in our college which communicates from time to time with the companies and fulfill their requirements. The placement cell takes the students to the job fairs where different companies come and select the students according to their requirements. The Training and Placement Officer (TPO) makes a liaison with the H.R departments of different companies. The institute keeps in touch with the passed out students of the college who are presently working in the companies. As per requirement, biodata of the eligible students is also mailed to different companies directly by the institute.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The counselors provide guidance to select the appropriate stream in which they are having interest and bright future. The Institute has a Placement Cell forms a liaison with various companies/Industries regularly, so as to select the best visiting companies and representative of the Industries. The Students get absorbed as per their ability and awareness to meet the standards of recruiting agency. The information of the students names who are being placed in various companies selected is included in our college website.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The Institute makes every effort to encourage the staff for utilization of all human resources, intellect and available facility in the campus to promote liaison with industries/companies so as to thicken the ties between the two in a very flexible manner. the students get an opportunity to visit these companies and the placement process guided by the staff.



3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The Consultancy is provided by the college faculty only on the gratuitous basis and no revenue is generated from the same.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

As stated in the previous point 3.5.4, the Consultancy is provided by the college faculty only on the gratuitous basis and no revenue is generated from the same.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The College has always felt concerned about the increasing access of students from various sections of the society to higher education. By providing reservations, the college has registered significant increase in students' social participation during last few years. The college aims to achieve its goal of providing higher education to create just, plural and equitable society in consonance with constitutional values. The major strength of this college is its ability to ensure holistic development of students to make them enlightened citizens. The college is an 'equal opportunity' institution established to provide knowledge and quality education to all sections of society.

The institute is conscious of its role in campus community connection, wellbeing of its neighborhood and has initiated a number of community development activities. These include:

- Regular health checkup and sensitizing the student for blood
- Involvement of the faculty, student and also neighboring institute for raising various charity activities and relief funds during natural calamities.
- Conducting flag hoisting at national festival by local government .
- Under Health & hygiene Program of the institute, cleaning and sanitizing around the collage campus



3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

The institute is committed to attract students for participating in various social activities by ensuring consistent encouragement and motivation. The institute has motivated the students to maintain plastic free campus by banning the use of plastic in the campus and Eco friendly ganeshas to avoid harsh chemical colors through which students imbibe ownership and qualities of responsibilities.

The students are encouraged to join NGO and to undertake the programs related to it.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

Suggestion boxes are kept for the stakeholders to express their views, suggestions and grievances for redressal. Also verbal feedback is encouraged from the stakeholders for improving the quality of performance. Institute is highly concerned with its stakeholder i.e. includes students, parents, staff, alumni.

Students:

- We value the opinions and needs of our students.
- One student of each Class is nominated as Representative. He/She communicates students' requirements and problems to the respective teacher/ head of department/ Principal.
- Suggestion / Complaint box is placed at various places on the campus which are accessible to students.
- Students have the freedom to approach the Principal and staff during working hours without prior appointment.

Parents:

- Teacher/ head of department/ Principal interact with guardians regularly.
- They are informed about their wards' academic performance and attendance records through meetings, letters and phone calls.
- Direct interaction of the guardians with the H.O.D. is also encouraged.
- Opinion of parents is considered with respect to various aspects such as planning of industrial visits, cultural programmes etc. are valued.



- Parents of any student are allowed to meet the teachers, Coordinators and Principal on any day of the week at any time to make any suggestions or
- complaints.

Staff:

- We have regular staff meetings to keep the staff updated about changes and developments of the institute.
- Most of the decisions are taken only after consultation with the staff during staff meeting.

Alumni:

- We have constituted an alumni Association with a Principal InCharge.

The association organizes meetings and has regular formal and informal interactions wherein any alumnus is free to give their suggestions.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

NO, the institution as not yet planned any programs.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

There is no any participants for NSS, NCC, YRC other National/ International agencies

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The institute has made a sample survey on education effort provided to women on society. Sample survey was done by college students in local area of Bangalore near to residence in a number of groups. Combination of group comprise the efforts. Results are indicated to prove “Enrolment of women in higher studies”. This was proved with the help of statistical tools has T test, chie test and hypothesis is proved for support the results.



3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

Objectives:

After attending rally eco friendly Ganesha students became aware of the society which shaped them to be more value oriented, responsible and created the paradigm of fortitude to face the challenges and making life more adventurous, by making them socially responsible citizens of the country. During the rally period good number of seminars by scholar teachers are addressed to increase their confidence level and morality.

Outcome:

The result of the participation in the various socially relevant activities have resulted in inculcating the feeling of being socially wakened citizens in the students. The students who have been a part of this process have been spreading awareness in and outside the institution and motivating other students as well to stand tall for the cause of social upliftment.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The institution is roping in communities to actively participate in all the extension activities. This has contributed to both community) institution networking and development of institution. The institution has taken initiative to give awareness about eco problems and to protect the environment.

A rally was conducted in the local area about ECO GANESH to make the people aware of the consequences of lead and other chemicals used in color idol.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The institution has constructive relationships with other institutions of the locality. Free medical check up camp was conducted in the campus for the community.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

No awards were received by the institution for extension activities and /contribution to the social /community development during the last four years.



3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

As it has been stated earlier, the college has been running UG level for a long time. Hence the research activities at the students' level are not undertaken because the research is not a part of the curriculum.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

- MoU is signed with M. N. Technical Institute.
- MoU is signed with Leo Logica Technologies.
- MNTI being located in the same campus provides all possible help for the professional growth of the students.
- Leo Logica technologies provides liberally all possible software solutions.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

Every UG programme viz. B.B.M., B.C.A., B.Com., has a plus value added employable skills which are offered at an affordable cost. The institution is receiving interview letters from many reputed forms like WIPRO, IBM, TCS etc for the placement.

The labs are been upgraded for the upkeep of latest electronic equipments.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

The staff have attended seminars/conferences/ lectures organized at different colleges in the city .



- **Mrs. Madhumitha** one of our BCA faculty participated in the workshop at **Bangalore university** on “**e-Governance: challenges and prospects**”
- **National English Conference seminar** was attended our faculty **MRS. Prema**
- A seminar on **Nurturing young leaders** from **IJIT** was attended and paper was also presented.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements ? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

- a) Curriculum development/enrichment**
- b) Internship/ On-the-job training**
- c) Summer placement**
- d) Faculty exchange and professional development**
- e) Research**
- f) Consultancy**
- g) Extension**
- h) Publication**
- i) Student Placement**
- j) Twinning programmes**
- k) Introduction of new courses**
- l) Student exchange**
- m) Any other**

The college has been running UG level for a long time. Hence the research activities at the students' level are not undertaken because the research is not a part of the curriculum. And this is the major reason why the college has not been involved in the signing of any MoUs or formal agreements that could help facilitate any of the above mentioned requirements.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

Not Applicable



CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES



CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

POLICY FOR CREATION & ENHANCEMENT

In order to create and enhance the infrastructure that facilitates effective teaching and learning, the policy is framed according to the strength of students in different streams. The policy also on forms to the strength of the lecturers appointed for the institution. The management actively offers helps as and when any infrastructural change is required. The infrastructural enhancement is liberally funded on need base and on the availability of the funds.

4.1.2 Detail the facilities available for

- a) **Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**
- b) **Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

The College is endowed with excellent physical infrastructural facilities to support the teaching)learning process. The main campus is spread over 3.5acres of land. A master plan has been prepared for the campus. . Our College has spacious seminar/conference halls, adequate number of classrooms, well equipped laboratories, chambers for the faculty and discussion room to facilitate the academic programs. The College has a separate block for administration. The Central Library, with adequate space, large number of books and journals, Internet, and other support facilities, is located at the central place. . The College also has two fully furnished and equipped Computer Labs. Lab one is permanent and two used as a alternative. The infrastructure involves spacious class rooms, proper lighting and ventilation, seating arrangement with proper visibility for both students and lecturers. There is facility of common room for boys and girls separately. Canteen facility is in process which will be provided shortly for students and the staff, provision of staff room, and the auditorium is also there.

(A) **For curricular and co.curricular activities:**

- **Class rooms:** Our college has nine spacious class rooms with proper lighting arrangement and ventilation, dias and podium.



- **Technology Enabled Learning facility:** The college has ICT facility in Business lab and in computer lab where the provision of LCD, Multimedia learning, WiFi connectivity and internet access is given. The college Computer Lab II is situated in Rajath Bhavan.
- **Seminar Hall:** The college has a seminar hall. Which is regularly used for conducting seminars at the college, state and national level.
- **Tutorial rooms:** Tutorial rooms are there in college campus for special remedial classes for weak and needy students after college hours.
- **Laboratories:** The college has four well equipped laboratories. Computer Lab I situated in the same building and Computer Lab II situated at Rajath Bhavan. One Electronics Lab and one Business Lab with good seating arrangement which is very convenient for discussion. A good placing arrangement of magazines and journals is provided in the lab.
- **Specialized Facilities and equipments available for teaching, learning and research:** The college two computer labs with 68 computers. The ratio of the computer and student is 1:2. The staff is given a free access to internet so that they can enrich their knowledge and then in turn the students can benefit from their experience and knowledge. The fully computerized library also helps the staff and the students .

(B) For extra curricular activities:

- **Sports:** The college has always created a niche for itself in the field of sports. The college has since long times, been participating in various inter university level tournaments. The college is proud to give this country one best martial arts personality. On 1st Nov 2010 Naveen Raj from BCA III participated in TACKWONDS at national level; in Delhi through Karnataka state association also selected for Bangalore team on 2nd feb 2011.
- **Outdoor Games:** Once in a year outdoor games will be conducted by the management at B E L grounds. Different games will be conducted and the winners will be awarded.(cricket, kabaddi, throw ball, basket ball, running race, etc.)
- **Indoor Games:** College is planning to conduct indoor games in the new building which is under process.



- **Auditorium:** Our college has a good auditorium with 500 seating capacity with a good ventilation facility and a good dias and where different types of activities are conducted.
- **Cultural Activities:**The college will encourage students in participating in inter college fest conducted by different colleges.
- **Awareness Programme:**
“Eco friendly Ganesha”; A rally was conducted by the management in which students , staff and management people actively participated to create an awareness among the local people to purchase Lord Ganesha Idol without any synthetic colour so it will protect the nature. This programme was telecasted in Chandana TV on 13th Sep 2012.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).

Since its inception in 2007, MN Degree College has been keeping pace with the changing needs and requirements to meet its academic growth. To keep pace with the needs and requirements, additional infrastructure is being added from time to time. In the last four years, many buildings have been constructed /renovated. From the year 2007 till date class rooms have been increased in their number as per requirement. Principal has been given a new chamber in degree building. A new computer lab and business lab have been established.

The details of the facilities which have been added are as under;

Sl.No	Infrastructure	Amount Spent
1	Renovated auditorium	Rs. 1,00,000/- (Donated by Trustees)
2	Renovated principal chamber	Rs. 61,040/-
3	Newly established Computer lab	Rs. 43,000/-
4	Newly constructed Rajath Bhavan	Rs. 2,08,21,966.5/-

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

No physically disability students have joined the college till date.



4.1.5 Give details on the residential facility and various provisions available within them:

- **Hostel Facility – Accommodation available**
- **Recreational facilities, gymnasium, yoga center, etc.**
- **Computer facility including access to internet in hostel**
- **Facilities for medical emergencies**
- **Library facility in the hostels**
- **Internet and Wi-Fi facility**
- **Recreational facility-common room with audio-visual equipments**
- **Available residential facility for the staff and occupancy**
- **Constant supply of safe drinking water**
- **Security**

Hostel facility is provided for boys in the campus itself. At initial stage two students were admitted in the hostel. Presently no students opted for hostel facility.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

Arrangements for first aid and medical care are fully available for the staff as well as the students inside the campus and in the hospital near to the college in case of any emergency.

4.1.7 Give details of the Common Facilities available on the campus – spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

The college has clearly marked space for the common facilities available on the campus. These facilities include IQAC (Internal Quality Assurance Cell), Grievance Redressal unit, Women’s cell, Counselling and career Guidance cell, placement unit, Upcoming Canteen facility, safe drinking water facility, and provision of auditorium etc. The details of such facilities are here as under;

Sl. No.	UNIT	Place of Location	Cell Incharge
1	IQAC	Principal office	Mrs. Prema
2	Grievance Redressal	English Department	Mrs. Prema
3	Women cell	Management Department	Mrs. Chitra
4	Counseling & Career Guidance	Management Department	Mr.Iranna Nayak
5	Placement Unit	Commerce department	Mrs. Divya
6	Auditorium	Campus	Mr.Somashekar
7	Safe drinking water	Campus	Mr.Somashekar



4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

The institution has a very effective and efficient Advisory Committee. The composition of the Library Advisory Committee is as under:

Sri. K.N. Shamprasad
Sri.J.Sreenivasamurthy
Mr. Devendra Pathak
Mr. Nagarajappa
Three Students

The advisory committee discusses and finalizes the infrastructural and academic requirement of the library & chalks out the strategy regarding the working of the library affairs so that the facility can be utilized to the maximum extent by the staff and the students. They also give advice to the principal for the purchase of books and journals. The fully Computerized Library has an open shelf system which facilitates a free access of books. On advice of the Advisory Committee Software has been installed in the Library.

4.2.2 Provide details of the following:

- * **Total area of the library (in Sq. Mts.)**
- * **Total seating capacity**
- * **Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**
- * **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**

SL No.	Particulars	Comments if any
1	Total area of the Library	182.26 sqmm
2	Total Seating Capacity	30
3	Working Hours(Daily)	9.00 am to 4.00 pm
3A	Before examination Days	8.00am to 5.00 pm
3B	During examination Days	9.00am to 4.00 pm
3C	Vacations	9.00am to 4.00 pm
3D	Holidays as per the college calendar	Closed

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The principal of college circulates a notice and requisition of books from all the head of departments. Every department of the college is asked to submit the books, magazines and journal to be purchased with reference to the new syllabus and current needs of the students. The list is forwarded to the librarian and in turn the management will take the decision on purchase of the books and books will be purchased. The amount spent for procuring new books etc. during the last four years is as under:

Library Holdings	2009-2010		2010-2011		2011-2012	
	No	Cost	No	Cost	No	Cost
Text Books	359	56787	185	34164	61	9620
Journals/ Magazines	75	4500	39	2340	11	29471
News Papers	05	7184	05	8293	05	8376

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- * **OPAC**
- * **Electronic Resource Management package for e-journals**
- * **Federated searching tools to search articles in multiple databases**
- * **Library Website**
- * **In-house/remote access to e-publications**
- * **Library automation**
- * **Total number of computers for public access**
- * **Total numbers of printers for public access**
- * **Internet band width/ speed □ 2mbps □ 10 mbps □ 1 gb (GB)**
- * **Institutional Repository**
- * **Content management system for e-learning**
- * **Participation in Resource sharing networks/consortia (like Inflibnet)**



Sl. No		Comments (if any)
1	OPAC(ONLINE PUBLIC ACCESS CATALOG)	YES
2	Electronic Resource Managemnt for e journals	INFLIBNET – YES
3	Federated searching tools to search articles in multiple database	YES
4	Library Website	YES
5	In house / remote access to e publications	YES
6	Library automation	YES
7	Total number of computers for public access	FOUR
8	Total numbers of printers for public access	ONE
9	Internet band width / speed	2mbps
10	Participation in Resource sharing networks / consortia(like Inflibnet)	YES

4.2.5 Provide details on the following items:

- * Average number of walk-ins
- * Average number of books issued/returned
- * Ratio of library books to students enrolled
- * Average number of books added during last three years
- * Average number of login to opac (OPAC)
- * Average number of login to e-resources
- * Average number of e-resources downloaded/printed
- * Number of information literacy trainings organized
- * Details of “weeding out” of books and other materials

1	Average number of walk ins	80-100/day
2	Average number of books issued/returned	0/day
3	Ratio of library books to students enrolled	10:1
4	Average number of books added during last three years	605/3=201
5	Average number of login to OPAC	
6	Average number of login to e resources	
7	Average number of e resources downloaded/printed	
8	Number of information literacy trainings organized	
9	Details of ‘Weeding out’ Of books and other materials	200 p.a



4.2.6 Give details of the specialized services provided by the library

- * **Manuscripts**
- * **Reference**
- * **Reprography**
- * **ILL (Inter Library Loan Service)**
- * **Information deployment and notification (Information Deployment and Notification)**
- * **Download**
- * **Printing**
- * **Reading list/ Bibliography compilation**
- * **In-house/remote access to e-resources**
- * **User Orientation and awareness**
- * **Assistance in searching Databases**
- * **INFLIBNET/IUC facilities**

1	Manuscripts	NO
2	Reference	YES
3	Reprography	NO
4	ILL (Inter Library Loan Service)	NO
5	Information deployment and notification (information Deployment and Notification)	YES
6	Download	YES
7	Printing	YES
8	Reading list/Bibliography compilation	NO
9	In house/remote access to e resources	YES
10	User Orientation and awareness	YES
11	Assistance in searching Database	YES
12	INFIBNET	YES

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

Helpful library staff is also accessible to help students and teachers in finding the books. They keep the library noise free so that serious studies could be carried out in the library. The staff provides the list of catalogues of various publishers to teachers to those new and relevant books can be purchased for library. The supporting staff is always on its toes to help the staff as well as the students in the library



4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

No physical challenged persons have joined till date.

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

The library has installed suggestion Box. Every month the suggestions are deliberated by Advisory committee and acted upon. Quarterly an interactive session is held by advisory committee with students to get feedback for improving the library services. In the beginning of the session the students are taken to the library by their teachers and shown respective books regarding their subjects. Any suggestions given by new students are also sent to the advisory committee for action.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- **Number of computers with Configuration (provide actual number with exact configuration of each available system)**
- **Computer-student ratio**
- **Stand alone facility**
- **LAN facility**
- **Licensed software**
- **Number of nodes/ computers with Internet facility**
- **Any other**

1	Number of computers with Configuration (Provide actual number with exact configuration of each available system)	List enclosed
2	Computer student ratio	1:2
3	Stand alone facility	10
4	LAN facility	Lab I & II
5	Licensed Software	YES
6	Number of nodes / computers with Internet facility	32



4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Internet service is available in the college for faculty and students. There are 32 computers with the facility of internet in each. The Principal office, administrative block have the facility of internet. The ratio of computer and the student is approximately 1:2 . The college has a fully computerized library. The students and the society have a free access to the college website, www.mndcbangalore.org.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The institute in the near future is optimistic as far as the infrastructural up gradation is concerned. The college intends to upgrade the PCs with latest configuration available in the market.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Plan attached.

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

Computers are available for specific use in some departments. The teachers liberally take help of the ICT resources to enrich their prescribed curriculum with the help of internet. The college has adequate computer facility for its faculty. Faculty members are provided with computers with internet browsing facility for preparation of teaching learning materials in their respective departments. The college has a business lab with LCD projector. Internet facility and library is open to faculty members for learning materials.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The institution has always been placing the students at the centre of the teaching learning process. The vision and the mission of the institution has always been to provide holistic knowledge to its students. Keeping the students learning at the centre of everything, the college understands that the teachers have to be reoriented from time to time. The times have changed so has changed the way of imparting quality based education. The institution encourages the



staff to undergo training on the computer aided teaching and training. The college also has been conducting sessions, in tune with the orientation courses, for the college faculty on the use of computers. The computer department also organizes training sessions on the use of Internet for learning resources. Well equipped computer Labs, LCD are available to the faculty for computer aided teaching. The computer faculty is always available for any need based assistance on the use of ICT.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The college does not avail the connectivity through National Knowledge Network.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

a.	Building
b.	Furniture
c.	Equipment
d.	Computers
e.	Vehicles
f.	Any other

The institution has made adequate arrangements for the maintenance and upkeep of the college infrastructure. The management ensures that enough funds are allocated and then utilized for the maintenance. The details of the budget allocated during the last four years is as under:



Session	Sl No	Infrastructure	Budget Allocated/Spent
2012-13	1	Building	Rs. 88,00,000/- (Canteen Budgeted)
	2	Furniture	Rs. 1,04,040/- Rs.60,000/- (Budgeted)
	3	Equipment	
	4	Computers	Rs. 6,87,649/-
	5	Vehicles	Rs. 2,63,651/-
	6	Any other a) UPS Maintenance b) Equipment repair & Servicing. c) Library Software Up gradation d) Website Up gradation	Rs. 16,500/- Rs. 2,359/- Rs. 30,000/- Rs. 10,000/-
2011-2012	1	Building	Rs. 2,08,21,966.5/-
	2	Furniture	
	3	Equipment	
	4	Computers	
	5	Vehicles	Rs. 3,08,710/-
	6	Any other	
2010-2011	1	Building	Rs. 16,500/- Rs. 21,280/-
	2	Furniture	
	3	Equipment` (Projector)	Rs. 44,265/-
	4	Computers	
	5	Vehicles	Rs. 2,56,685/-
	6	Any others	
2009-2010	1	Building	
	2	Furniture	
	3	Equipment`	Rs. 44,265/-
	4	Computers	Rs. 10,090/-
	5	Vehicles	Rs. 2,47,384/-
	6	Any others	

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The maintenance and improvement of the campus is undertaken by the management. The principal, on the basis of the perspective development plan, purposes the infrastructural augmentation needs to the concerned authorities. The college development fund (Annual maintenance charge fund)I is utilized for maintenance and minor repairs of furniture and equipments. The IQAC prioritizes the



activities, estimates the cost and submits it to the head of the institution. The management approves and allocates the funds. An effective monitoring system through various committees ensures the optimal utilization of budget allocated.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

Annual maintenance and repair of the infrastructure is taken care by the college in a systematic manner. Day to day maintenance is carried out by the staff appointed for cleaning and maintenance of the building. The laboratory equipments are maintained through college development Fund (AMC). The computers and electronic devices are maintained and repaired through the funds available in the institution. We have a team of qualified technical staff for maintaining computers and networking facilities.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment(voltage fluctuations, constant supply of water etc.)? Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

The college has a clear cut mentioned places for the sensitive equipments like electricity generators, water purifiers etc. The laboratory staff keeps a strict vigil regarding the maintenance and upkeep of the instruments. Their repair or replacement or another required upkeep is fully undertaken in their supervision. Similarly, the college electrician and the supporting staff is responsible for the upkeep of electrical equipments and their maintenance.



CRITERION V: STUDENT SUPPORT AND PROGRESSION



CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If ‘yes’, what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The Institution publishes its updated prospectus annually. The Prospectus provides all the necessary information the students need to know. It contains a complete profile of the college, the admission schedule, details of the college working days(as per Bangalore University Program), Courses available, Fee structure and Rules and Regulations which the students need to observe & follow during their stay in the college. The college prospectus contains the information regarding the college teaching as well as the non teaching staff. This helps the students know about the college staff. The same information, which is published in the college handbook/prospectus is also updated on the college website www.mndcbangalore.org

5.1.2 Specify the type, number and amount of institutional scholarships / freships given to the students during the last four years and whether the financial aid was available and disbursed on time?

	Scholarship Name	Number of Scholarships	Scholarship Amount (in rupees)
Session 2011-12	Dept of Social Welfare	13	138828
	Dept of Tribal Welfare	02	022072
	Defense Scholarship for Regional Joint Director Office	01	002000
Session 2010-11	Dept of Social Welfare	12	093256
	Dept of Tribal Welfare	03	032400
	Indian Post Matrix Scholarship	01	002696
Session 2010-11	Dept of Social Welfare	08	034796
	Dept of Sainik Welfare & Resettlement	01	000710



5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

The college caters to the academic needs of the students belonging to the non creamy layer of the society or who are from economically weaker sections of the society. The college provides financial assistance to these students, which is received from State Govt., and the Management of the college. Nearly 20%-25% students of the college get benefit from these scholarships. Apart from this The College also give fee concession, relaxation & provision for paying of fee by installment to the students.

5.1.4 What are the specific support services/facilities available for

- ✓ **Students from SC/ST, OBC and economically weaker sections**
- ✓ **Students with physical disabilities**
- ✓ **Overseas students**
- ✓ **Students to participate in various competitions/National and International**
- ✓ **Medical assistance to students: health centre, health insurance etc.**
- ✓ **Organizing coaching classes for competitive exams**
- ✓ **Skill development (spoken English, computer literacy, etc.,)**
- ✓ **Support for “slow learners”**
- ✓ **Exposures of students to other institution of higher learning/ corporate/business house etc.**
- ✓ **Publication of student magazines**

The institution is committed to provide the students every possible help and support they need in their search to become civilized and worthy citizens. The college, as stated earlier, was set up with a mission of providing a quality education with minimum cost. The institution for this purpose provides the following support facilities to its students:

Students from SC/ST, OBC and economically weaker sections:

The students who belong to SC/ST, OBC and the economic weaker sections are identified during the process of the admission only. The college maintains a detailed record of the same. These students are provided every possible help during their stay in the college. The college offers liberal concessions to such students. This besides the State Govt., and the University sponsored scholarships and concessions are also given to such students. Every year the college management sponsors a few students. The total expenditure of the education of 1-2 students is borne by the management to benefit the community which is main vision. In addition, Free Course for Personality Development, Coaching classes for various Competitive exams like PG CET ,CA & other exams ,home assignment is also given to the students & classes are also held for SC/BC/OBC students, at free of cost under University plan.



Students with Physical disabilities :

A special care & attention been given to the disabled students which are their requirements and needs . The college ensures that infrastructure facilities meet the requirement of the students with physical disabilities. The college ensures that they don't have any physical obstruction. The institution is committed to accommodate them on the ground-floor for their classes. The need of the help from the supporting staff, if required, is fulfilled on the request of physically challenged students. The students are given extra attention during the college terminal examinations as well as the final examinations. As of now there is no such student admitted in the college.

Overseas students:

The institution does not believe in boundaries. It extends its services to overseas aspirants. Admission is given to them as per the university guidelines and security clearance. As of now there is no such admission been taken place.

Students to participate in various competitions/National and International

No student has participated so far

Medical assistance to students: health centre, health insurance etc.:

Our College has a very special concern for the health and hygiene of the college students, staff and other members. For this the college keeps on organizing check up camps where local doctors, dentist, eye surgeon and skin specialist visit and keep a strict watch on the health of the stakeholders, the students and the staff. Proper arrangement of drinking water is present on the college campus at different locations (R.O. purified drinking water). A first aid kit is there for the treatment of sick..In case of emergency the college will provide its own vehicle & also hire the ambulance.

Students to participate in various competitions Organizing coaching classes for competitive exams:

The coaching for students to attend the interviews for various jobs in the companies, entrance exams for higher education, short term computer courses for their Mini & main project is imparted to students. Before sending to interview coaching & guidance have been given to students.

Skill development (Spoken English, computer literacy, etc.)

The college regularly conducts Personality Development Programmes, which enhance the IQ level, communication skills & confidence level of the students. The college also invites Guest speakers from different industry which provides regional and global employment opportunities for the students. And also gives knowledge of the current development



in the market. Special classes are taken for communication skills taking into considerations the rural backgrounds of the students. This besides the college offers ‘Computer fundamentals’ as one of the subjects to all the students taking admission in the first year. This has really helped the students learn the basics of the computer language which required every working field.

Support for “slow learners”

The institute understands that the college has to serve the basic education needs of one and all. The students who have poor performance in the previous course have very few options to get better higher education. The students who are slow in their learning or if their grasping power is not up to the mark, the faculty members identify such students at the beginning of the session. For them the institution conducts remedial classes in different subjects to enhance their skills and competence. Enrichment courses like Personality Development Programmes are also conducted to improve students’ personality and motivate them for an innovative and creative mindset. Wherever a slow learner is identified by the class teacher, the institute appoints a guardian teacher/mentor to help him/her with counseling and intensive coaching with extra care and support.

Exposures of students to other institution of higher learning/ corporate/business house etc.

Our college provides Project guidance to each student with future plan & considering of current trend of the market so that students get exposure & benefitted of the opportunity.

Publication of student magazines

The college publishes its annual college magazine ‘MEMOIR’. The students of the college very enthusiastically contribute their articles in the magazine. The college magazine is printed in the supervision of the college editorial board. All the major sections of the magazine are having their staff editors as well as the students’ editors. The staff is always there to help the students to shape their artistic and creative skills.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The institute has a placement cell of its own. Over the years the college has helped scores of its students in finding better job opportunities and better enterprises to work in. Our Placement Cell encourages outgoing students to visualize the starting of their own enterprises and become active contributors to the nation’s GDP. The placement cell assesses the needs of entrepreneurs and current environment of the market prepares a comprehensive training module to equip the outgoing students with necessary skills.



The module focuses on the following skills:

1. Leadership Skills 2. Marketing Skills 3. Business Development Skills 4. Managerial Skills 5. Risk Assessment and Management skills 6. Communication Skills 7. Public Speaking skills 8. Team Building Skills 9. Technical skills 10. Social skills

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

*** additional academic support, flexibility in examinations**

*** special dietary requirements, sports uniform and materials**

*** any other**

The institution is committed to attract students for participating in various extracurricular activities by ensuring consistent encouragement and motivation. The necessary facilities are provided and adequate funds are allotted. The sports and cultural committees supervise the extracurricular activities. The students who participate in the sports activities or other extracurricular activities are provided with compensatory classes so that the time they have given in for the various activities can be compensated.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

The Institute has a separate support system for the students appearing and qualifying in various competitive exams are helped by the teachers in matters of study materials and have a short discussion of portion during their absent and counseling for the right strategies. And also students can be assisted with the help of internet through which they can gather information & knowledge.

5.1.8 What type of counseling services are made available to the students(academic, personal, career, psycho-social etc.)

The college has a career counseling and guidance cell . The teacher in charge is available round the clock to the students. The counseling cell makes sufficient arrangement for the guidance of the students at the



time of the admissions. The students seeking admission are counseled in the choice making matters during the admission. The choice of the career and the doubts of the students are listened very carefully and the solutions of the problems are provided. The students who need psychological counseling or any type of social counseling are also attended to very carefully. The following services are made available for the students.

ACADEMIC & CAREER COUNSELING:

The students, at the time of the admission, are helped by the faculty in choosing right course. They are informed about the scope and nature of the various subjects that form the syllabus. The students are not pressurized in choosing the subjects. They are given right kind of counseling which helps them to shape up their career.

PERSONAL & PSYCHO-SOCIAL COUNSELING:

The students during the course of their studies in the college come across various issues. They are, at times, too immature to handle the problems. The college provides them personal counseling. They can share their problems with the teachers. The teacher concerned are very supportive in guiding them fight their problems & try to help them to overcome from those problems. The candidates at times come face to face with certain social issues or problems which tend to bring the inferiority complex in them. The teachers make it sure that no such deterioration happens with the psycho social understanding of the students. They are counseled to become better human beings and advised to stand tall for the social cause. Personal care will be taken for each student as & when they are absent for the class by calling their parents & confirming the reason for absent.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If ‘yes’, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

Placement and career counseling cell provides an effective service to the students. The placement cell extends its service to the students in career guidance, organizes lectures concerning career planning and invites companies for campus recruitment & also send students to other colleges for recruitment. The following services are provided in the career guidance and placement service:



Information of Job Opportunities:

The students are informed regarding the vacancies offered by govt. and non govt agencies. The notice of the advertisement is put up on the notice board and also personally informed. The students are informed regarding the last date and other important information regarding the vacancies, requirements, & preparation of the subjects. Generation of awareness in the students regarding future career options available to them. Assist students develop and implement successful job search strategies. Empower students with life-long career decision-making skills

Preparation of Curriculum Vitae:

Members of the placement centre provide guidance to the students in formal and informal meetings. They are taught how to make CVs. The various technicalities are sorted out, if any.

Discussion of Exam Module & Preparation of the Exam:

The centre organizes lectures on career opportunities. A thorough discussion takes place on the exam module. The students are informed regarding the syllabus, the pattern and the ways of attempting the paper.

Follow up:

The placement cell keeps track of the post examination developments. As and when the result is declared, the cell informs the students regarding the result. The results are analyzed and then the next process of helping the successful candidates start.

G.Ds/Interviews: The college organizes sessions of Group Discussions and mock interviews for the candidates who have succeeded in the written test. The drilling exercise takes place till the candidate is totally confident regarding his/her performance for the final interview.

Campus Placement:

The placement cell of the college not invite companies for campus recruitment due to low strength of students. Instead it utilizes the opportunities, guides & helps students for off campus interviews last three sessions are as under:



Session	S.NO	Company Name	Appeared	Selected
2011-12	1	Infosys Technology	3	1
	2	Wipro Technology	2	1
	3	Accenture Technology	2	2
	4	Redifn Business Solutions	1	1
	5	Ravindu Toyota	1	1
	6	Trident Hyundai	1	1
	7	First Source	1	1
2010-11	1	Capgemini	2	1
	2	Hinduja Groups	1	1
2009-10	1	Wipro Technologies	4	3
	2	SLK Software	1	1
	3	Hinduja Global solutions	2	1
	4	Cyntel International Private LTD	2	1
	5	Maruthi Cements	1	1
	6	Content Yogi Soutions	1	1
	7	Samarthanam (NGO)	1	1



5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Grievance Redressal Cell actively interacts with the students to help them sort out their grievances. It attends to both registered and unregistered grievances of the students. The institution has a grievance redressal cell headed by the HOD of different departments. It is also supported by the other faculty members. The students drop their grievances in the suggestion box. Students are also free to share their grievances with their subject teachers and the Principal also. The necessary action is taken after issues are discussed in the concerned cell. In addition, the student liaison officers establish linkage between the university and students to address the anomalies related to exams and results.

Grievances addressed:

- Internet facility was provided in the library.
- Suggestion boxes were set up on the major locations of the campus.
- First aid boxes were set up at the required locations of the campus.
- Better and improved Canteen facility is coming up.
- Water purifiers were installed at major points in the college.
- 24 hour back up of electricity in case of electric shut down.
- Trash bins were placed in convenient places on campus.
- Telephone facility was provided in case of necessity.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The college has a senior women lecturer. She is available round the clock to listen to the problems of the girl students. In 2009, Women Cell was constituted to take all necessary measures to ensure the safety and the dignity of the female students. The cell comprises of Lady lecturer, counselors and members specialized in the area of gender issues. Institution takes necessary steps if the incidents pertaining to sexual harassment require the intervention of the law.

Till date no such case of sexual harassment has been reported in the institute. Continuous vigilance of college authority and strict punishment provisions prevent sexual harassment of women student.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Ragging in India commonly involves serious abuses and clear violations of human rights. The University Grants Commission has made it mandatory for the institutions to incorporate in their



prospectus, the anti-ragging directions of the Central Government. With the situation of ragging worsening yearly, there is emerging a spontaneous anti-ragging movement in India. The college is also very cautious regarding this menace. The college has set up a committee, the anti-ragging committee in this direction. It comprises of the Head of the Institution and all the Head of Departments. Faculty members, assigned to check the students, make surprise visits . **Till date, no incident of ragging of any kind has been reported in the college.**

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The institution is working towards ensuring social justice through the various students' welfare schemes. The induction program clearly presents the welfare schemes available to the students. The following welfare schemes are made available to the students:

SCHOLARSHIPS & FREESHIPS:

Details about the scholarships, various free-ships are displayed on the notice board of the institution. The class teacher guides the students to be the beneficiaries of the various welfare schemes. The student welfare officer (faculty member) addresses and responds to all the academic and nonacademic challenges of the students. The college provides them free ship on the basis of their performance in the academics, sports or extracurricular activities. Similarly scholarships received from various state and other agencies are made available to the students.

BANK SERVICES:

Our college is always ready for students benefit. As of now no student has come up with the request of bank facility requirement & most of them are locals. Therefore no facility been given to students.

COUNSELING & PLACEMENT SERVICE:

The students counseling centre comprises of 7 counselors from management & the faculty. The counselors reach out to the students formally and informally. The placement cell extends its service to the students in career guidance organizes lectures concerning career planning and invites companies for campus recruitment & also off campus recruitments

HEALTH SERVICES:

The institution takes care of the basic & minor health problems of the students.. The college has also in contact with the local hospitals in need of any emergency.

SUBSIDIZED CANTEEN:

The college is in the process of providing subsidized canteen facility for that the new building is coming up.



GRIEVANCE REDRESSAL CELL:

Grievance Redressal Cell is formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints solve their problems related to academics, resources, & personal grievances. Grievance Redressal Cell actively interacts with the students to help them sort out their grievances. It attends to both registered and unregistered grievances of the students.

WOMEN CELL:

The Women's Cell in College was started with the view of creating awareness about important issues related to women and provides a forum for discussion and deliberation on a range of issues such as one's body, sexuality and gender. It is helping girl students to develop assertiveness, optimism and emotional maturity to deal with their day to day problems. This cell creates an awareness of the socio-cultural, political and biological complexities of the issue empowering girl students to face future challenges.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

M.N.Degree College has an Alumni Association, under the leadership of an Associate lecturers. Association regularly meets and interacts with the management. It is the standard career of the developments in the institution. A network of old students was established for recollecting of the memories of the college. Today it is the backbone of the institution. The institution rests on the rich history of the student's success and glory. The Alumni organizes lectures on personality development. Over the years it has been helping in holding interactive sessions to motivate students regarding social adjustments. The alumni also help the institution by influencing industries and other agencies in getting placements fests for the institution. The alumni has expanded and strengthened itself with new enrolments.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

	Student progression	Percentage
Session 2011-12	UG to PG	27%
	Employed	36%
Session 2010-11	UG to PG	41%
	Employed	22%
Session 2009-10	UG to PG	27%
	Employed	38%



5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Year - 2009-10						
COURSE\SEM	I	II	III	IV	V	VI
BCom	NA	NA	NA	NA	NA	NA
BCA	100	83	87	96	83	83
BBM	94	100	84	83	87	93
Year - 2010-11						
COURSE/SEM	I	II	III	IV	V	VI
BCom	09	55	-	-	-	-
BCA	86	83	83	67	78	78
BBM	35	75	100	94	79	100
Year - 2011-12						
COURSE/SEM	I	II	III	IV	V	VI
BCom	40	71	22	56	-	-
BCA	73	62	86	91	83	80
BBM	29	48	60	67	100	100
Year - 2012-13						
COURSE/SEM	I	II	III	IV	V	VI
BCom						
BCA			67		83	
BBM						



5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The institution facilitates student progression to higher level of education or towards employment through the proper placements in all the fields so that the students get the job as well as the chance of higher education. The institute from time to time makes arrangement of various guest lectures. This step of college has facilitated the students in earning better job opportunities. Even the personality of the student enhance after working and also provide the secure future. Personality development programmes are also available for the student progression to higher level of education or employment.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

Some students at risk are those with special educational needs. For example, they may have learning disabilities or emotional and behavioral problems that interfere with their learning and achievement. Others may be students whose cultural backgrounds don't mesh easily with the dominant culture at school. Still others may be students from home environments in which academic success is neither supported nor encouraged. Students at risk come from all socioeconomic levels, but children of poor, single-parent families are especially likely to leave school before their graduation. The counseling cell and grievance cell address the problems of the students and sometimes parents too & arranges special lectures on the spoken language to address the issue of English language compatibility. The students who are weak or seem to fail in the exams are provided coaching through extra classes in the college. The college also arranges cost free remedial classes for the weak students.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

- The college has a wide range of sports, games, music, cultural and extra-curricular activities that are available to the students.
- The college has always created a place for itself in the field of sports. The college has since long times, been participating in various inter college & inter university level tournaments. In sports, our college provides indoor and outdoor games to student.
- Various cultural and extracurricular activities like folk dances, Classical, singing, Group singing, theatrical items, traditional heritage items, fine arts items, Quiz, Literary items, Rangoli Compititions are offered to the students.
- The college participates in the competition which is organized by different colleges. The college has been actively participating in these activities.
- College also organizes Annual Sports Meet, Annual Variety Show on the college campus & off campus.



PROGRAM CALENDAR

Sports day events on 1st & 2nd April 2011

Sl.No	Event Name	Place	Class
1	Kabaddi(Boys)	First	BCA VI
2	Running Race	First Second Third	BBM II BCA VI BBM VI
3	Discuss Throw(Boys)	First Second Third	BCom II BCA II BCA IV
4	Discuss Throw(Girls)	First Second Third	BCA II BBM VI BBM II
5	Shot Put(Boys)	First Second Third	BCAII BBM II BBM II
6	Shot Put(Girls)	First Second Third	BBM IV BBM IV BCA II
7	Javelin throw(Boys)	First Second Third	BBM VI BCA II BBM VI
8	Javelin throw(Girls)	First Second Third	BBM II BCA II BBM IV
9	Spot the Pot(Girls)	First Second Third	BCA VI BBM IV BBM II
10	Running Race(Girls)100 MTS	First Second Third	BCA VI BBM VI BBM IV
11	Throw Ball(Girls)	First Second	BCA II BBM IV
12	Long Jump (Girls)	First Second Third	BBM VI BBM IV BBM IV
10	Lemon & spoon(Girls)	First Second Third	BCA II BCA II BBM IV
13	Running Race(Boys)400 MTS	First Second Third	BBM II BBM II BBM II
14	Running Race(Boys)200 MTS	First Second Third	B.Com II B.Com II B.Com II
15	Running Race(Girls)200 MTS	First Second Third	BCA II BCA II BCA II



16	Running Race(Girls)400 MTS	First Second Third	BCA II BCA II BBM IV
17	Cricket	Winner	BBM,B.Com
18	Running Race(Boys)	First Second Third	BBM II BBM II BBM II
19	Slow cycle race (Boys)	First Second Third	BCA IV B.Com IV BCA II
20	800m Relay (Boys)	First Second	BCA II B.Com II

PROGRAM CALENDAR

Sports day events on 30 & 31st Jan 2012

Sl.No	Event Name	Place	Class
1	Running Race 100 mts (Boys)	First Second Third	BBM IV BCA IV BBM IV
2	Running Race 200 mts (Boys)	First Second Third	BCA II BBM IV BBM IV
3	Running Race 400 mts Relay (Boys)	First Second Third	BCA II B.Com IV BBM IV
4	Shot Put (Boys)	First Second Third	BBM II BCA II BBM VI
5	Javelin Throw (Boys)	First Second Third	BCAII BCAII B.Com IV
6	Long Jump (Boys)	First Second Third	BBM II BCAII BBM IV
7	Discuss Throw (Boys)	First Second Third	BCA IV BBM IV BCA II
8	Slow Cycle Race (Boys)	First Second Third	BCA IV BBMIV BCA II
9	Cricket	Winner Runner	BCA BBM & B.Com
10	Kabaddi	Winner Runner	BCAVI BCA II



11	Sack Race	First Second Third	BBM IV BBM IV BCA II
1	Running Race 100 mts (Girls)	First Second Third	BCA II BCA VI BBM IV
2	Running Race 200 mts (Girls)	First Second Third	BCA II BBM VI BBM VI
3	Running Race 400 mts Relay (Girls)	First Second Third	BCA IV BBM VI BBM VI
4	Shot Put (Girls)	First Second Third	BCA IV BCA II BCA IV
5	Javelin Throw (Girls)	First Second Third	BCAIV BBM IV BBM VI
6	Long Jump (Girls)	First Second Third	BCA IV BCAII BCA IV
7	Discuss Throw (Girls)	First Second Third	BCA IV BBM IV BCA IV
8	Slow Cycle Race (Girls)	First Second Third	BCA IV BCA IV B.Com IV
9	Throw Ball	Winner Runner	BCA IV BCA II
10	Book Balance	First Second Third	B.Com II BCA IV BCA II

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Our college has participated only in inter college competitions & also won several prizes. Cultural fest held at different colleges & our college has won several prizes in different events.

I. Maharani Laxmi Ammanni college Bangalore

1. IT Rangoli 1st prize & 2nd prize.
2. Motor Mouth 1st prize.
3. Spell Bee 1st Prize.
4. IT Dumb Chredades 2nd prize.



II. Sindhi college Bangalore

1. IT Rangoli 2nd prize.
2. IT Quiz 3rd prize.
3. Debate 3rd prize.
4. Debate consolation prize.

III. St. Claret Bangalore

1. Mime 1st prize.
2. Indian Dance 2nd prize.
3. Western Dance 2nd prize.
4. Fashion show 2nd prize.

IV. Shri Sai College Bangalore

1. Singing 1st prize.
2. Debate 3rd prize.

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The institute has a clearly set and defined mechanism of obtaining the feedback from the students to improve the performance and quality of the institutional provisions. The advisory committee consisting of the senior teachers collects the exit level feedback from the graduates regarding learning processes. The inputs are obtained from them and further used to improvise the overall competency of the students for employability.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

The college encourages its students to publish materials like college magazine, wall papers. The students are motivated to express their talent through articles, paintings, graffiti. The college magazine provides them with a platform to express themselves. The Editorial Board/Magazine Board in the beginning of the session meets and decides the lay out plan for the rolling out of the latest issue of the college magazine. The teachers motivate the students to bring out the creative genius in them.

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

As of now there is no student council in the college.



5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The institute believes in giving the equal opportunity to the students in supporting the authorities and the college faculty in running the affairs of the college. For this the college events to provide them with opportunities to participate in the various academic and administrative bodies. The details of academic and administrative having students' representation is as under:

- **Editorial Board/Magazine Board:** The Editorial Board comprises of Chief Editors, Editor and Students Editors. The Board invites writing from students and teachers and publishes them in the form of magazine annually.
- **Extra-Curricular Committee/Cultural & Sports Committee:** This Committee is constituted to promote the cultural activities among the students. Culturally talented students are spotted by Committee members and the efforts are made to develop their skills and talents by encouragement, right training and performances. The committee consists of 5 members, two of which are students.
- **Library Advisory Committee:** This committee consists of 7 members. This Committee is constituted under the headship of the Faculty members who are in charge of the library. The Committee is responsible for the maintenance of library books and journals, easy access of the students to the library facilities, students facilities in the library such as reading rooms, drinking water, uninterrupted power supply, opening and closing times of library, availability of daily newspapers and the maintenance of library records. Suggestions are invited from the students and other readers for making the library atmosphere pleasant.
- **Study Tour (Welfare) Committee:** A well trained faculty member as chairman and two other staff members constitute this committee. They are assisted by two students in this pursuit. They plan and execute the tour programme and students visit various institutions of repute

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

Any other relevant information regarding Student Support and Progression which the college would like to include.

The college alumni committee keeps on meeting twice or thrice a year. The committee is always in touch with the members of the alumni club. The committee is also concerned about the teachers and staff of the non teaching who have retired. The retired faculty is also invited in the meetings. This adds to the experience of the committee. Their advice is followed very promptly.



CRITERION VI:

GOVERNANCE, LEADERSHIP AND

MANAGEMENT



CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

- 6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution’s distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution’s traditions and value orientations, vision for the future, etc.?**

MISSION

- To impact quality teaching through necessary information, knowledge and skills which help them to face challenges.
- To inspire motivate and nurture the young minds.
- To inculcate moral, spiritual and social values in students.

VISION

“The College aspires to have a transformational impact on students by creating a healthy atmosphere conducive to learning to make it enjoyable and rewarding and at the same time empower them through quality education.”

The institution also places equal importance to co-curricular and extracurricular activities along with curricular activities to imbibe team spirit, confidence, leadership and communication skills in students. It also strengthens the curriculum teaching by add-on courses to provide gainful employment to all the students

- 6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?**

Quality policy is formulated by Chairman and The board of directors by taking inputs from Governing & Advisory Councils. The chairman and The board of directors provides the strategic inputs to the policy making process. The chairman also spells out the expected outcomes of the system. It is the responsibility of every faculty member to implement quality policy designed by principal with the guidelines provided by top management

- 6.1.3 What is the involvement of the leadership in ensuring :**

- **the policy statements and action plans for fulfillment of the stated mission**
- **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis ,research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**



Reinforcing culture of excellence

Institution offered leadership positions to the faculties. Under achievers are given training and motivation to excel. Adequate opportunities are provided to all. State of the art infrastructure, internet facilities, computing facilities and exposure to live industrial practices are provided.

Champion of organizational change

It is said that “change is only constant in life. The ITC materials are upgraded to make teaching-learning process a pleasant experience.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

Work done to the head of the institution. All these activities are evaluated by the IQAC. The faculty is informed of their duties and responsibilities by the head of the institution in the scheduled staff meetings and departmental briefings. The administrative staff is given a job map along with the roles and responsibilities. The institution has setup different committees and special cells to monitor and evaluate policies and plans for effective implementation and improvement from time to time.

- **College Academic Committee:-**

The member of Governing council, principal and heads of departments as members. The committee plans the curriculum based on the university guidelines.

- **Departmental Academic Committee**

This committee is headed by **HOD with 2 senior faculties as members**. This committee monitors implementation of assigned curriculum and quality of teaching in the class room.

- **College Development Committee/Welfare committee**

It comprises the chairman, directors, principal, HODs of all departments. It plans for

- Future infrastructure developments
- New programmers to be introduced
- Financial allocation for future projects

- **Examination Cell**

The cell consists of principal, 3senior faculties and support staff. This cell centrally schedules and conducts all internal and university examinations. The cell also generates performance reports of students with pass percentages and backlog subjects for planning remedial classes.



- **Disciplinary Committee**

It comprises of a senior professor, 2 other senior faculty members of various departments along with student members. Members of this committee maintain continuous surveillance and take preventive measures to check indiscipline on the campus.

- **Training and Placement Cell**

This cell is headed by a senior director assisted by 2 other faculty, IT and engineering industries to organize training activities as well as campus recruitment drives.

- **Women Empowerment Cell/Redressed, Grievance cell**

It is constituted with 3 senior women faculty members to ensure a safe and a secure atmosphere for women employees and students.

One senior faculty from each department constitutes this cell. It attends to staff and students complaints and addresses issues like gender discrimination, unfair evaluation and staff issues like dissatisfactory increments etc.,

- **Cultural Committee, Sports Committee**

This committee comprises of 4 staff members and 7 students to explore and promote cultural talents of the students.

Headed by a physical education director and assisted by 1 faculty. It facilitates all sports activities like procuring sports goods, training students and preparing them for participation in intra-college, inter-college, inter-university and national competitions.

- **Student Mentoring/Advisory Committee**

This committee is headed by principal and supported by course coordinators, class coordinators and faculty mentors. The hierarchy of the coordinators & mentors is given in the following organization chart It comprises of a senior professor, 2 other senior faculty members of various departments along with student members. Members of this committee maintain continuous surveillance and take preventive measures to check indiscipline on the campus.

Principal with the help of course coordinator compiles the list of average students, slow learners and students with indifference and plans appropriate programs for them to perform better both academically and psychologically.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The Management of the college is in constant touch with head of the institution and has an amicable rapport with the head of the institution. In the institution the members of the Management



Committee meets frequently and the problems and issues related to college development, administration, appointment and infrastructural needs and student disciplines are discussed. In the Management committee meeting, head of the institute and some staff members nominated by the management committee are also present to provide information and suggestions if any. In the meetings

6.1.6 How does the college groom leadership at various levels?

Leadership functions are student focused. The head of the institution ensures an academic integrity by keeping an eye on the regular progress of classes, listening to the grievances of the students and the faculty there by trying to solve such problems.

The administration is decentralized through the control of the departments by the respective heads. The administrative part is looked after by faculty in charge and committees while the financial matters are taken up by the finance and purchase committees.

The management is always encouraging and supporting the involvement of the staff in the improvement of the effectiveness and efficiency of the institutional process. The management through the head of the institution involves the staff members in various activities related to the development of the college. The staff members are involved by way of constitution of various committees such as Building Committee, Advisory Committee, Discipline Committee, Examination Committee, etc.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The management gives suggestions on various aspects on the basis of Principals report and feedback it gets from the society. The suggestions of the management are communicated to the teaching and non teaching employees and implemented by the Principal. He also assigns specific duties to various academic and administrative bodies of the College on the basis of suggestions of the executive committee. To expedite the organizational work and minimize under delays in decision making, the college administration has been decentralized to a large extent.

Decentralization

A. In academic activities:

Decisions pertaining to academic matters are decentralized to a large extent. Allotment of course work, monitoring of course coverage, planning and organizing seminars, guest lectures, industrial tours, staff orientation programmes, remedial sessions, personality development programmes, add-on courses, project works etc. are also organized as per instruction of HOD and Head of the institution.



B. In financial powers:

The principal as well as HODs of each department has reasonable autonomy to take financial decisions pertaining to procurement of lab equipment, funding seminars, workshops, department association meetings and farewell parties to outgoing staff and students.

C. Collaboration within the institution.

There is a close coordination among various departments for exchange of data. Various departments collaborate to share information regarding:-

- Seminars, guest lecturers being organized
- Latest achievements of staff and students of each department
- Developmental activities of the department etc.
- Sharing of information create transparency within the organization and facilitates collaboration between different departments.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

Yes, The College promotes participative management culture at all levels: staff, HODs and principal.

Participative management practices are commonly perceived as offering a variety of potential benefits for the organization and the employees' mental health and job satisfaction. Nevertheless, in such an environment, which is marked by shared decision making and a high level of interaction and cooperation among all stakeholders, the faculty work with more accountability and responsibility.

The institution can proudly boast of a participative management. The management actively takes part in the working of the institution. The head of the management is in the leading role in governance and management of the institution. He, along with the other members of the committee, keenly observes the day to day working of the college administration, governance, management and academic activities. He inspires the staff members in staff meeting and by personal interaction to give their best in their teaching assignments. He communicates to the teachers the decision taken by the management and ensures that all the points are implemented properly. He is responsible to constitute different committees involving the staff members. He looks after the financial expenditure and manages the funds for different developmental activities taking place on the campus.



6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, College has formally stated quality policy. A number of steps have been taken to translate quality to its various units by the college. The perspective plans and policies are prepared by the IQAC based on the activities proposed by various departments for the calendar year. The governing council grants permission for the perspective plan to be presented to the stakeholders. Then it is placed before the Teachers, Student Representatives and administrators for an open discussion. A consensus is arrived at, finalized and submitted to the governing council for scrutiny and implementation. · The Management holds formal and informal dialogues with the staff, from time to time, to redress any grievances. · In the academic units, teachers are encouraged to participate in seminars, conferences, workshops and refresher and orientation courses to update their knowledge and skill base Quality policy is communicated and understood by all stake holders within the institute and is reviewed periodically.

Quality objectives

Conformity to the regulations of Bangalore University, Government of Karnataka and UGC.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

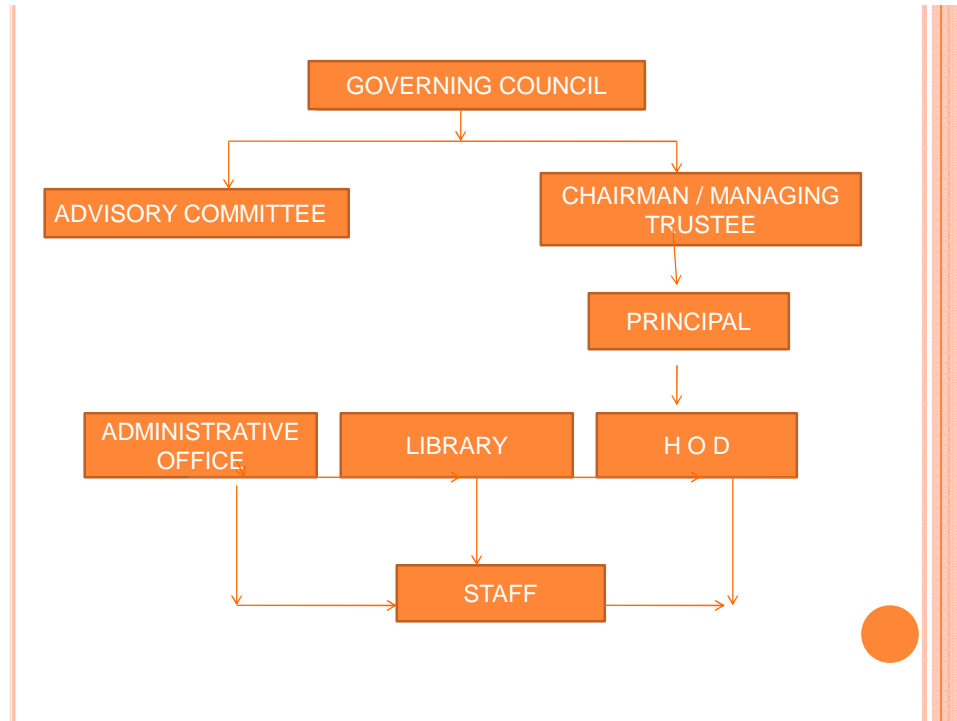
The prospective plan for development has 2 aspects.

- i. Infrastructure planning
- ii. Academic planning

The long term goals of our trust are;

- Developing into an institute that attracts students across the globe for its quality & value based education.
- Developing collaboration with industries, research organization and to give students exposure to live industrial practices and research procedures.
- Identifying potential areas of research in general and areas of public concern in particular.

6.2.3 Describe the internal organizational structure and decision making processes.



The policy decisions are taken by governing council and advisory committee and are implemented by Chairman and the board of Directors through Principal and HODs in charge.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

Teaching Learning :

The institution has framed for itself various strategies which enhance the quality improvement. These strategies are framed by the college keeping in view the quality changes required for the development of the college. This criterion was judged against the same aspect laid down by **NAAC**. The procedure adopted for admissions to various courses provided by the college is based on student’s academic records. The rules and regulations set by The affiliating University and the State Government are strictly followed students’ admission. The College has made provision for assessing students' knowledge and skill for particular programmed soon after a student is admitted to a course of study. Apart from the lecture method of teaching, group discussion, debates, seminars, study tours etc are adopted for proper understanding of the subjects. The college has well experienced faculty members. The faculty members of various departments participate actively in



academic programmes. The library staff is well qualified and their services and experience is used in updating library for the optimum use by the students. The evaluation methods are communicated to the students by the teachers in the class rooms. The teachers are given full permission to enrich their knowledge through Seminars, Refresher Courses, Orientation Courses etc. The college follows the self appraisal method to evaluate the performance of faculty, which is used for correcting shortfalls. The college encourages the teachers to participate in self enriching courses whenever different institutions organize them. Besides the teaching material is collected through internet from renowned Universities

Community Engagement

College engages many organizations like free medical checkup, youth festivals, etc.

Industry Interaction

The institute interacts with various local as well as outside institutes. We consult with other institute on various issues for the improvement of education system. Youth festivals are being to interact with other colleges. College has also participated in various culture programmers held at various places. Seminars, workshops, conferences on various subjects are conducted in the college premises. The college organizes field tours to various industries. The students come to learn a lot from these visits.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The management and head of the institution are always in interactive mode with each other. The head of institution and manager of Management Committee get the feedback from teachers, students and the public with regards to the teaching quality, curriculum, extra curricular activities and infrastructural demands. In the meeting of the Management Committee the information gathered from different sources are discussed with the participating members. After thorough discussion and deliberation the existing facilities and activities of the institution are reviewed and decisions are taken for their implementation after going through the available resources and modalities. The principal and heads of the departments discuss and brief the faculty of their duties in the staff meetings. Feedback from the students is collected twice a semester and a consolidated report is sent to the management. The staff are also informed of their duties in the form of various circulars.

- Gathering feedback from parents periodically through meets and by directly interacting with them from time to time



- Feedback from leading industries is taken through mail correspondence and by direct interaction
- Alumni feedback and suggestions are regularly sought through mails and phone.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The management is always encouraging and supporting the involvement of the staff in the improvement of the effectiveness and efficiency of the institutional process. The management through the head of the institution involves the staff members in various activities related to the development Of the college. The staff members are involved by way of constitution of various committees such as Admission Committee, Advisory Committee, Examination Committee, etc.To uphold the high standards of the institution, each staff members is motivated to strive for their individual academic excellence. This contributes towards strengthening the system and maintaining good teaching and research practices in the institution The management encourages and supports self up gradation of each faculty member by giving certificates of appreciation and promotions. Every staff members of the department is assigned certain responsibilities by involving them in different committees. Senior staff members are vested with powers and authority to check performance inconsistencies among students and curb behavioral irregularities if any among the staff.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The MNDC. College Trust & Management Society keeps on working for the betterment of the institution. The Management last year, in the meeting of the council passed the following resolutions:

- Construction of hostel for girls and boys.
- Construction of boundary wall of the College Ground
- To appoint one Asst Professor on regular basis in the Dept. Of Commerce.
- Canteen facility
- Parking facility
- Transport facility

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

-No-



6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

The institute has well defined grievance redressed procedure. Prompt and effective disposal of grievances of various stakeholders are being done. Institute has constituted a Grievances Redressed Committee. This Committee discusses the matter with Principal to solve the problem. The college has a women tutor as well which caters to the grievances and other needs of girl students. The institution attends grievances/complaints of faculty and students and resolves promptly through a grievance redressed cell consisting of senior faculty members. The grievances redressed cell resolves problems related to working conditions, personal problems and other sensitive personal issues that are likely to arise at the work place.

The grievances are resolved by

- Conduct of necessary enquiry at various levels
- Coordinating with authorities/personnel concerned, decisions are arrived at, to resolve the matter and ensure non-recurrence of such problems.
- So far no serious grievances are reported to cell.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute ? Provide details on the issues and decisions of the courts on these?

No

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

The institute has a clearly set and defined mechanism of obtaining the feedback from the students to improve the performance and quality Of The institutional provisions. The advisory committee consisting of the senior teachers collects the exit level feedback from the graduates regarding learning processes. The inputs are obtained from them and further used to improvise the overall competency of the students for employability. The institution has a feedback mechanism to collect students' reflections on institutional performance.



6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The management has a potential map of the faculty and is able to rightly identify their individual strengths, areas of interest and Accordingly assign responsibilities. It protects the freedom of individuals, appreciating their innovations and thereby motivation is achieved. Responsibilities of every staff are communicated to them Through notices that clearly define their role in the implementation of any given assignments. Besides they are also informally counseled so as to make them aware of their duties. Examination training is given to non teaching staff.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

There is no such strategies adopted by the institution

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The achievements of faculty members are monitored and updated in the college records. Performance appraisal system is implemented as per the guidelines from UGC. The appraisal report of faculty is made by the concerned head of the department on the basis of his/her yearly achievements, discipline, quality etc. and is then submitted to the head of the institute. This besides the assessment of the teachers comes through the feedback forms, which in turn indicate the teachers' quality, by the students also. All the students from each and every class and section are expected to do so for all the teachers concerned with their classes. The identities of students are not disclosed. The feedback form has a well defined set of questions that help the students to evaluate the teaching capacity based on lecture understanding and define how far the teacher has succeeded in reaching out to the students. These details are accessible to staff so as to help them judge their performance. The Principal understands the students' reflections and shares it collectively and individually across the staff. If there are any issues of concern, the faculty member is facilitated to overcome the lacunae without lowering self esteem. Wherever required, counseling is provided to staff in order to help them improve their professional capabilities .



We have a well planned performance appraisal system in place for the faculty to capture different performance parameters. We take feedback from students for faculty's subject knowledge, presentation skills, compassion towards students, punctuality and quality in evaluation etc., We also take peer's feedback on interpersonal relations, teamwork and parents' feedback on quality of curricular, co-curricular and extracurricular activities on the campus conducted by faculty for students.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The management has its own policy.

One of the major decisions taken by the management based on the review of performance appraisal reports is promoting one of the youngest faculty members to the post of principal. The faculty whose performance is good is rewarded with increment.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

Some schemes like special leaves, maternity leaves are provided to faculty members

- 15 Medical leaves are given to the employees during his/her job period.
- There is a provision of two months maternity leave and one week paternity leave given to the staff. 4 sick leaves and 8 CL are given to the staff
- Duty leave is given, if applicable.

The eligible faculty and staff are given ESI, PF benefits.

The management funds get together of faculty both on the campus and off campus to develop interpersonal relations and team spirit among faculty. The management attends to needs of faculty under emergencies by offering interest free loans etc.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

Management has its own policy regarding retaining or attracting eminent staff. Transport facility for the staff, maternity sick leaves



with salary, providing study leave granted for the higher studies and honoring will be done in teacher's day.

Advertisements are given in all the leading newspapers and E-commerce to attract quality and eminent faculty.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The financial resources of the college are managed in a very effective and foolproof manner. There is fully computerized accounts department in the college. Double entry system is followed to maintain the accounts of the college.

The following three types of accounts are created:

- Income & Expenditure Accounts.
- Balance Sheets

Each and every transaction is supported by the vouchers. All the collections are deposited in the bank and all expenditure are incurred through cheques. Only duly authorized persons can operate through the bank. For effective check on the accounts the two tier system is followed; the internal and the external audit. Internal audit is done perpetually. The external audit is done by the Chartered Accountant before the session comes to an end. For efficient use of the financial resources, the budget is prepared.

Capital Expenditure Separate budget is allocated to enable the institution for efficient use of the financial resources.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The accounts of the college are subject to audit by the External qualified Chartered Accountant appointed by the NBET & Management Society before 31st March each year. If any objection is made by the audit team then the same is complied in totality before the next claims are submitted. The audited report by the external CA is placed before the Management in the meeting of the NBET & Management Society for whetting and rectification, if any. The qualified remarks given by the auditor are taken into consideration in the forth coming years.



The internal auditing is done by our administrative head and external auditing is done by M/S B.P Ramakrishna & co, .

The last audit was done on 31st March 2012. There were no objections from the auditors and hence no compliance report.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The college's major sources of funding are as follows:

- Total fee collected from the students
- Funds from the trust.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

NIL

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

- a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?
- b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?
- c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.
- d. How do students and alumni contribute to the effective functioning of the IQAC?
- e. How does the IQAC communicate and engage staff from different constituents of the institution?

Following is the composition of the same:

- Sri. K.N.Shamprasad - Ho'n Secretary
- Sri. T.S. Rajgopal - Director



- Mr. Devendra Pathak - Principal
- Mrs. Prema K – Co ordinator
- Mrs. Mansha.S
- Mrs. Saranya.R.S
- Mrs. Shabeena

Two External expert in quality manager

Within the existing academic and administrative system, the institution has developed mechanisms of its own for the quality assurance. The academic quality of the institution is evaluated on the basis of the performance of the students in their examinations. The teachers also judge the student's academic abilities by way of question answer and written tests. The poor students are helped by the teachers to improve their academic quality by taking extra classes and providing books and literature. The administrative system also looks after the quality education in the institution.

The different committees set up by the institution are always aware to the administrative needs. The Advisory Board, the Examination Committee, the Magazine Committee are all constituted and are well equipped for quality assurance of the institution's administration. The academic and administrative systems in the institution have been quite effective to the enhancement of quality education. The institution has fool proof mechanism to get the academic and administrative machinery of the institution in motion. The academic quality of the institution is maintained by the teaching and learning processes. The administrative quality is maintained by the effective functions carried out by the various committees. The two mechanisms are interdependent and, therefore, there is no scope for any failure in any system. Head of the Institution conducts meeting regularly and visit the class rooms to ensure proper delivery of the material and timely completion of course as per syllabus in time. The students play a major role in assuring quality of education imparted by the institution. It is through their active participation in classrooms that the quality of the education is maintained.

Students are punctual and attend classes regularly. They also interact with the class teachers and request for extra classes if needed. They approach to the teachers for the solution of their problems related to their syllabus. Their participation is also assured by involving them in Cultural and other activities. The students also approach to the head of the institution directly and put complaints / suggestions in which is fixed in the already fixed in the campus. The best practices in the institution have been promoted in full gusto. The institution has internalized the best practices in order to improve the functioning of the academic and administrative systems.



IQAC is formed on 5th January 2013 with secretary, governing council & other members of Senior Management as Advisory Committee and Principal, Senior faculty members administrative staff and students both current and old as executive committee.

We are in the process of evolving guidelines for IQAC members and bring in the culture of quality assurance on the campus.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If ‘yes’, give details on its operationalisation.

Yes. Awareness on ISO and its uses to the institution was given to staff members. (The institution has adopted a three tier system where the governing council is the ultimate decision making body accountable to the stakeholders. The IQAC, the planning body, collects inferences from the learners and various committees through participatory interactions, based on which it proposes comprehensive perspective plan to the governing council for approval and implementation. The chain of committees is in charge of implementation of developmental and academic activities assigned by the governing council. The supervision by the governing council ensures the proper implementation. The fair representation of the learners ensures the transparency in the process.)

It is in the process of evolving

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If ‘yes’, give details enumerating its impact.

-No-

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If ‘yes’, how are the outcomes used to improve the institutional activities?

Yes. The institution is affiliated with the Bangalore University, Karnataka. The university has its set mechanism to audit the academic working of the college. The university every year sends a team of the experts to conduct academic audit. The team visits the college and very minutely observes the working of the institution in all its aspects. The committee then comments on the performance and thereby suggest the important changes required, similarly the other form of audit comes in the form of the team visiting the institution as and when any new course is introduced. This committee, too like the previous one



remarks and suggests on the changes desirable in the college. The college very honestly adheres to the recommendations made by the committees.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

In the case of the institution the external regulatory authority is the

Affiliating University, Bangalore University and we make the compliances as per their needs and requirements. The external quality assurance mechanisms will be designed keeping in view the institute's vision, mission, objectives, the requirements of external quality assurance agencies/regulatory authorities like affiliating university, Govt. of Karnataka, UGC & Ministry of HRD. Hence, the internal quality assurance mechanisms will align with requirements of external quality assurance agencies/regulatory authorities.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The institute's approach to the learning outcome assessment is defined clearly. Faculty is best suited to determine the intended educational outcomes of their academic programs and activities, How to assess these outcomes, and how to use the results for program development and improvement is a part of student evaluation. The results of Outcome Assessment are used to evaluate the effectiveness of academic programs and activities, and student services, and not the performance of individual faculty or staff. Faculty use the information collected to develop and improve academic programs. The institution has a clearly defined, set mechanism to monitor the learning outcomes. Attendance is compulsorily taken for every lecture. laboratory hours are fixed. The assignments are corrected within a short duration and the marks are entered in work register, which acts as a ready reckoned for the academic progress of the students.

Based on the participation in the class and the marks scored in the assignments, the student level is judged by the staff member and appropriate action is taken. At the end of each periodical test, progress reports which consist of unit test results and attendance status are submitted to the office for further action. Counseling is given to slow learners. Parents of such students are called to meet their



respective faculty member, if required. As the entire lab courses are continuously assessed, students who lag in these courses are given additional help and guidance. They are also given additional lab practice. The faculty members are encouraged to conduct surprise tests, quizzes, etc. to monitor the academic progress of each student. We have not designed the mechanism yet for continuous review of process. The mechanism is being evolved.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

The institution has evolved a stakeholders' web by forming different platforms like College Advisory Board, alumni, Parent Teacher Meet and various committees with a fair representation of students. The IQAC in the planning process considers feedbacks collected from all the stakeholders to prepare perspectives on development. These developmental perspectives are discussed in the respective meetings of Advisory Board, PTM and alumni. The reflections of the meetings are incorporated in the plan. The management has developed evaluation tools for stakeholders to record their opinions, suggestions and objections for constructive developments for future.

The policies and mechanisms will be communicated to the stakeholders through notices, circulars.



CRITERIA VII: INNOVATIONS AND BEST PRACTICES



CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The institution is constantly focusing and taken maximum effort on making best use of natural resources for its smooth operation and to create eco friendly campus. The institution has invested lot on eco friendly environment in and around the campus but has not conducted formal green audit.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

The management is very dedicated, committed and involved in maintaining the campus healthy and its is equally supported by the head of the institution, staff and also our beloved students and created anti plastic campus and restricted use of unhealthy products within the vicinity of campus. Apart from the above mentioned the institution has taken various other programs to make the campus eco friendly environment. Some of them are as follows

Energy conservation

The college campus is well constructed to utilize natural resource like lighting and air to conduct the classes effectively and efficiently this has helped in electricity conservation. The classrooms are well assembled to get adequate lighting as well they are so airy that requirement of artificial lighting and fans are not needed, even though institution has provided for smooth operation of classes in case of scarcity of natural resource. This has helped the institution in conservation of scarce resources of globe.

Some of the measures taken by institutions are

- Round the clock monitoring is provided to switch off lights, fans, computer systems and other systems which are not in use.
- Standard equipment is used and guidelines given by vendors are followed to reduce power consumption wherever possible.
- Valves and pipes are checked regularly for water leaks which lead to more water consumption and thereby power.



Use of renewable energy

The management is very keen on installing of solar system for computer labs and business lab to maximize the use of sunlight. As of now the college do not made use of renewable energy.

Water harvesting

The college is having two bore wells at different locations to raise the water table. They are adequate for the requirement of the college.

Check dam construction

This may not be applicable to us as we are located in the midst of Bangalore city.

Efforts for Carbon neutrality

One of the major contributors of carbon dioxide in the college campus is through vehicles emission. The college has taken some preventive measures to ensure that emission of carbon dioxide is minimized. The college has provided the parking facility for the vehicles out of the campus with constant vigilant of security personnel to ensure that vehicle are safe. This has definitely helped in maintaining the campus tidy. The college is very greenery it also helps in minimizing the carbon dioxide and at the same time the dead leaves of trees are buried in the soil itself.

All our vehicles comply with standard norms set by road transport authorities. We encourage our students to use public transport systems rather than using personal bikes and cars.

Plantation

A lot of expenditure is incurred to keep the environment green. For this the college support staff is working very whole heartedly. The trees are planted and ensured that there is proper care is taken to grow the tree. The college constantly remembers the importance plantation of trees to students so that student can inculcate this tradition. Plantation is done wherever possible.

Hazardous waste management

The waste generated from the campus is not hazardous. The waste both wet and dry generated from the campus is handled by municipal authorities of Bangalore's municipal corporation. The college has an agreement with the local municipal authority which charges very nominally and in turn they visit the campus once a week to collect the waste.

e-waste management

The following measures are implemented to increase the shelf life of electronics equipment

- Strictly adhering to the guidelines provided by the vendor for regular operation of the equipment.
- Attending electronics systems regularly for maintenance and troubleshooting as suggested by the vendor.

We have not disposed any systems so far as we are only a 5-year old college. We will definitely evolve recycle and reuse systems for waste management this year itself.

Ecological Conservation



The college has campaigned in K G Halli and Abbigre and encouraged to buy and worship the colorless Ganesh idols among the local community by conducting rally and distributing pamphlets, which detailed consequences of color idols to the living being of ponds, human being and how it creates scarcity of potable water.

The college has conducted seminars on the better way celebrating festivals without harming the ecology, festivals like Ganesh Chaturthi, Holi, Deepavali etc

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The college has successfully completed five years. Since its inception the management and staff wholeheartedly contributed innovative thoughts for smooth functioning of the college. These innovations are in academics, administration and other levels of college working which are helping the institution to mount at new intensity.

Academic Innovations:

The institution has introduced many new innovative practices to help the students in their pursuit of attaining quality education.

- The college has introduced monthly test since its inception. Students who have back log have to prepare for back logs and for the current semester monthly test, which has paid rich dividends to the students and institution.
- The college has introduced remedial Classes for the students. This has helped them cover up their back log, if any. More than that the students get a chance to brush up their skills further.
- The college has also started a new innovative technique to help the students revise their syllabi.
- The teachers introduced the skill of drafting question banks. These questions are formed on the basis of the questions being framed in the last examinations. This has helped ease the burden of the students and improve the pass percentage.

Feedback mechanism:

The college has introduced feedback mechanism. Students give the feedback about the teachers at the end of each session/semester. This has helped the teachers to comprehensively understand the requirement of the students. Teachers are counseled by the departmental head and/or principal regarding measures to improve subject understanding and/or teaching skills based on feedback. Feedbacks from Students of each department are expected to do so for all the teachers concerned with their class. Besides, informal



interaction between the students and the Class Teacher/H.O.D./Principal about issues pertaining to teaching quality is also encouraged.

Computerization of Library:

The college has made the library partly computerized. The students will be having their web browsing space in the library. The total working in the library is now on the computers.

7.3 Best Practices

7.3.1 Elaborate on any two best practices as per the annexed format (see page ..) hich have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

The best practices in the institution have been promoted in full gusto. The institution has internalized the best practices in order to improve the functioning of the academic and administrative systems.

- The insistence on student's participation in academic and administrative matters has improved the quality of the education and administration in the institution.
- The administration in the institution is maintained by the involvement of the staff at every level.
- The examinations are held quite smoothly by the active participation of the staff. The teachers have been quite supportive to the academic needs of the students by offering them reading materials and tutorials.
- Liberal use of technology like ICT materials for making learning on the campus more active and effective.
- Offering add-on courses to students that are designed in consultation with industry
- Organizing parents-teachers-students meet once in a semester wherein parents & teachers together will deliberate on the measures to be taken for the overall improvement of the students.
- Giving equal importance to co-curricular and extra-curricular activities along with curricular programs.



**Evaluative Report of the
Departments
Commerce, Management and
Computer Science**



**Evaluative Report of the Departments
Commerce, Management and Computer Science**

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data

1. Name of the department: **Commerce, Management and Computer science.**
2. Year of Establishment **2007**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
BBM, BCA and BCOM
4. Names of Interdisciplinary courses and the departments/units involved
Interdisciplinary subjects like Environmental Studies, Indian Constitution, Civic sense, Personality Development & Computer Fundamentals are offered to the students among departments.
5. Annual/ semester/choice based credit system (programme wise)
COURSES: SEMESTER
6. Participation of the department in the courses offered by other departments
Environmental Studies, Indian Constitution, Civic sense, Personality Development & Computer Fundamentals are offered to the students among departments.
7. Courses in collaboration with other universities, industries, foreign institutions, etc.
NIL
8. Details of courses/programmes discontinued (if any) with reasons
BSc Fad has been discontinued
9. Number of Teaching posts

DESIGNATION	SANCTIONED	FILLED
ASSOCIATE PROFESSOR	17	17



10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Sl No	Name of the Staff	Designation	Date of Appointment	Qualification	Subjects Handling
1	Mr. Devendra Pathak	Principal	01.08.2007	MA., MBA., (HRM), PGDPM	Business Mathematics Numerical Analysis & Linear Programming Statistics, Industrial Relation.
2	Mr. Thimma Reddy.A.J	Lecturer	01.08.2007	MA. (Economics)	Business Economics
3	Mrs. Prema.K	Lecturer	17.08.2007	MA., B.ED (English)	English Business Communication
4	Mr. Ananda.M	Lecturer	23.08.2007	MA, (Kannada)	Kannada
5	Mr. Iranna Nayak	Lecturer	31.12.2007	PGDBM. (Marketing & International Business)	H R D, S S P D, International Business Environment,
6	Mrs. S. Chitra Ravie	Lecturer	18.07.2008	MA (Economics), M.Phil,	Market Behavior & Cost Analysis, HRM, BRM, Project Management
7	Mr. Narasimha Kale	Lecturer	13.08.2009	MCA.	Computer Fundamentals, Programming Concept Using C
8	Mrs. Saranya R.S	Lecturer	14.07.2008	M.Sc., Computer Science M.Phil.	Software Engineering, Computer Fundamentals Java Programming
9	Mrs. Mansha	Lecturer	02.09.2009	MA, M Phil (Hindi)	Hindi
10	Mrs. Divya. A	Lecturer	15.07.2010	M Com.	Financial Accounting, Corporate Accounting, Law & Practice of Banking
11	Mrs. Sowbhagyavadi. P	Lecturer	02.08.2010	M Com.	Income Tax, Marketing Management, Fundamentals of Accounting
12	Mrs. Shabeena	Lecturer	05.08.2010	MA., (Kannada),B.ED	Kannada
13	Mrs. Madhumita	Lecturer	14.07.2011	M C A.	Data Structure Using C Computer Architecture
14	Mrs. Jisha Moll. K.J	Lecturer	18.07.2011	M.Com, B.Ed	Service Management , E D P Management Accounting, Business Process
15	Mr. Manoj Handigolkar	Lecturer	01.12.2011	M.Sc. (Instrumentation) Post Diploma in Embedded Systems	Digital Electronics
16	Ms. Roopa. D.S	Lecturer	20.06.2012	MBA.	Cost Accounting, Corporate Administration, CLSP Law & Practice of Banking
17	Mrs. Sheela D.V	Lecturer	21.01.2013	M.Sc (Engg. In CS & N/W)	Computer Science , Unix & Ada
18	Mrs. Nethravathi. A	Lecturer	25.01.2013	MBA.	Banking & Insurance, IFS,



11. List of senior visiting faculty

As of now we do not have any visiting faculty members,

12. Percentage of lectures delivered and practical classes handled(programme wise) by **temporary** faculty

We invited practicing Managers from Industry as adhoc faculty to teach 20% of the syllabus in each course as of now we do not have any faculty members.

13. Student -Teacher Ratio (programme wise)

BBM: 1: 6.5

BCA: 1: 4.6

BCOM: 1: 5.1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

STAFF	SANCTIONED	FILLED
ADMIN STAFF	5	5
SUPPORT STAFF	1	1

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.

Sl No	Name of the Staff	Designation	Date of Appointment	Qualification	Subjects Handling
1	Mrs. S. Chitra Ravie	Lecturer	18.07.2008	MA (Economics), M.Phil,	Market Behavior & Cost Analysis, HRM, BRM, Project Management
2	Mrs. Saranya R.S	Lecturer	14.07.2008	MSc, Computer Science M.Phil	Software Engineering, Computer Fundamentals Java Programming
3	Mrs. Mansha	Lecturer	02.09.2009	MA, M Phil (Hindi)	Hindi

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Currently we don't have any on going projects.

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received

We have not received any funds from the govt. funding agencies.



18. Research Centre /facility recognized by the University

We are not a recognized research centre by the University.

19. Publications:

- * a) Publication per faculty
- * Number of papers published in peer reviewed journals (national / international) by faculty and students
- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- * Monographs
- * Chapter in Books
- * Books Edited
- * Books with ISBN/ISSN numbers with details of publishers
- * Citation Index
- * SNIP
- * SJR
- * Impact factor
- * h-index

As of now the faculty members have not published books and articles.

20. Areas of consultancy and income generated

We did not offer any consultancy so far

21. Faculty as members in

- a) National committees b) International Committees c) Editorial Boards

Our faculty didn't represent any of the above mentioned committees.

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies

Final Year BBM students are undertaking projects in their respective elective as a part of their University curriculum



23. Seminars/ Conferences/Workshops organized & the source of funding

a)National

b)International

Nil

24. Student profile programme/course wise:

SL No	Name of the course	Applications received	Selected
1	B.com I	29	29
2	B.com II	15	15
3	B.Com III	11	11
4	BBM I	05	05
5	BBM II	20	20
6	BBM III	21	21
7	BCA I	15	15
8	BCA II	22	22
9	BCA III	22	22

25. Diversity of Students

Type of students / Year	2012-13	2011-12	2010-11	2009-10
Students from the same state where the college is located	47	44	49	17
Students from other states of India	03	15	4	05
NRI students	00	00	00	00
Foreign students	00	00	00	00
Total	50	59	53	22

26. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?

Competitive exams like GATE, NET are not applicable to our students.

27. Student progression

Student progression	Against % enrolled
UG to PG	50%



28. Number of students receiving financial assistance from college, university, government or other agencies

Students are receiving financial assistances from management and state government organisations.

29. Teaching methods adopted to improve student learning

a. Student centric teaching

b. Use of LCD Projectors, E-learning & Visual class rooms.

30. SWOC analysis of the department and Future plans

Strengths:

- Rich mix of youth and experienced faculty with passion and commitment to work.
- Good team work in the department
- Cultural diversity.

Weaknesses:

- Research & Development
- Relatively lesser enrollment in all course.

Opportunities:

- Growing demand for Commerce , Management graduates and computer science.
- Staff with diversified background and qualifications.

CHALLENGES:

- Conducting National and International Conferences
- To develop Research and Development Centre
- To improve academic results
- To attract high quality students