SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT

NO. 40 GIRLS SCHOOL STREET, SESHADRIPURAM
560020
www.sicm.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

December 2017

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Established in 2005, under the banner of Seshadripuram Educational Trust caters to the ever increasing demand for Commerce courses, the Institution believes in imparting quality education. The institution's motto is "Inspiring Possibilities". It has a strong academic ethics in pursuit of excellence. Situated at the heart of Bangalore City, the capital of Karnataka and the IT capital of India, the institution enjoys a locational advantage and connectivity through a variety of public transport systems, including the Metro.

Commencing with a meagre strength of 100 students with one section each of B.Com and BBM courses, with 2 full time faculty members and one non-teaching staff, the institution now caters to 875 students with 27 full time faculty and 9 non-teaching staff. The institution draws the students and is consistent in completing admission as per the permitted intake in B Com.

The institution **promotes** all round development of students through a wide range of extracurricular programs. The students have won medals in State Olympics and University level sports .Our students have participated in the Youth Exchange Program and Republic Day Parade under the NCC Wing.

The institution nurtures research culture among faculty and students**.** MANTHANA, the research cell, motivates staff to take up research activities. The faculties are informed about prospective research areas and various openings for Ph.D enrolments. The Faculty Development Committee (DRISHTI) maintains records of the entire faculty who attend the various conferences / workshops. The college provides conveyance and registration charges to the faculty/students to participate in the Conferences.

Vision

The vision statement of institution initially coined was **"Be a graduate, leave the graduation to us",** later in the year 2014 it was redrafted to suit the changing trends in the higher education.

Vision:

To be an institution that strives to provide responsive, significant and eternal learning.

NAAC

Logo Description

Logo of the college consists of a lamp, a book and petals.

- The **Light of the lamp** symbolizes the light of knowledge that lights up the mind and shows the way ahead.
- The **Book** indicates the repository of knowledge and the unquenching quest for learning.
- The **Petals** that surround symbolize the strength of unity that holds us together as a family.
- The **Two Enveloping Olive Branches** are symbolic of the peace and harmony that we wish to envelop

us in its healing embrace.
- **Pragnanambrahmawe,** we believe in the empowering ability of knowledge which is the basis of all wisdom and understanding.

Mission

Mission:

- To evolve as a sustainable learning community resource and a leader in creating and disseminating knowledge.
- To establish and maintain partnerships with stakeholders for quality excellence.

Institutional ethics:

- To govern the practices of the institution based on values and moral principles.
- To integrate ethical principles and goals in every action of the institution.
- To recognize, understand, harmonize and facilitate ethical integrity and making it the guiding light of all institutional endeavours.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Institution is guided by well-known social activist and Philanthropist, Former President, Late Sri K. M. Nanjappa and present Honorary General Secretary Dr.Wooday P Krishna are recipients of coveted Indian Red Cross Gold Medal, the highest national awardees for humanitarian service from the President of India.

- The college to its credit has two Ranks in the academic years 2013- 2014 and 2014-2015 and a Gold medal for securing highest marks in the academic year 2015- 2016**.** The overall results are excellent, ranging from 85% to 92%**.**

- The college has been recognised by organisations like Indian Red cross Society, Sri Sharada Math, Ramakrishna Math, Manovikasa Kendra for the exemplary work done by students in various programmes.

- The college has received letters of appreciation from Unique Identification Authority of India for creating awareness about the AADHAR to the Community and from Bangalore University for smooth conduct of Examination.

- Individual system with internet facilities to all the staff members.
- Qualified and experienced staff
- Collaboration with foreign universities in providing short term certification courses.
- Academic, career and personal Counselling facilities to the students.
- Well-constructed building with ICT facility in all the class rooms and seminar halls.

Institutional Weakness

- Limited Number of Courses offered.
- Limited Add-on courses and certification programmes
- Possible expansion of infrastructure is hindered due to space constraints
- No research centre in college
- Linkages with industry and research agencies to be strengthened
- Limited publication by the staff

Institutional Opportunity

- Applying for permanent affiliation, 12B and 2f status
- Convert few class rooms into smart classrooms.
- Motivate faculties to take up research and publications
- Strengthen promotion activities towards competitive examination for banking, insurance and service sectors.
- Offer integrated programmes with professional courses like CA, ICWA and CS.
- Encourage usage of online learning platforms to both students and staff

Institutional Challenge

- Coping with faculty turnover.
- Overcome competition from Private and Deemed to be Universities.
- Training new faculties to reach higher standard of teaching.
- Infrastructure for differently abled persons.
- Offering interdisciplinary courses like BCA.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is affiliated to Bangalore University which is a state run university and is bound to the university in terms of curriculum content and academic calendar. However, the institution does considerable value addition in terms of the curriculum delivery and curriculum enrichment. The academic system of subject allotment, lesson plan, work diary and feedback from students is developed, monitored not only by the Departmental heads but also with the help of technology provided by the sophisticated Campus Management System. The comprehensive Attendance and Course Tracking System ensures transparency and accountability.

The college facilitates effective curriculum delivery by providing all required knowledge and IT infrastructure. The library has an updated collection of books and journals along with INFLIBNET access. Each faculty member is provided with an individual system connected with internet. Every class room is equipped with ICT facilities to ensure that technology enabled teaching is the regular practice. Guest lectures with experts are arranged to acquaint our staff to the changes in the curriculum. Most of our faculty have undertaken university related works like valuation, working as custodians and assistant custodians etc. Our college also hosts workshop on the re-orientation of the syllabi of various subjects in association with the affiliating university. Many of our faculty members participating in paper setting of various universities including Autonomous and Deemed to be Universities

To strengthen the curriculum specified, we have developed Add-on courses, which are offered to the students. Certificate courses like SAP, Foreign languages are offered parallel with regular curriculum.

Teaching-learning and Evaluation

Bridge courses and enrichment courses are our strategies to bridge the gap of learning. Remedial Class and Counselling is provided to the slow learners. While bright students are encouraged to go beyond the syllabus and explore their potential through participation in seminars, paper presentations and project work, slow learners are identified and assisted by the concerned teachers formally and informally. A systematic approach towards teaching is followed-calendar of events and course plans/lesson plans are framed and various teaching methodologies are used to make the learning process simple and easy to comprehend. Experiential learning at every level is achieved through industrial visits, projects, guest lectures and interaction with eminent personalities from industry and through outreach programmes. The faculty uses the lecture-cum- discussion method, presentations, assignment mode, role play, case studies etc. Collaborative learning is undertaken through internship with industries, field trips and group projects.

The recruitment process of faculty is based on qualification prescribed by the UGC, experience, performance at technical interview and demonstration lecture. The academic and research environment fosters the professional development of the faculty. A continuous assessment of teacher quality is done through student feedback and evaluation by the Principal. Assessment of the students is done through periodic tests, preparatory examination, assigned work and final examination as per the university norms.

The college adopts the pattern of examination and evaluation prescribed by the affiliating university which involves continuous assessment. PAREEKSHA, the Examination Committee, is responsible for the smooth conduct of examination and evaluation work at the college level.

Research, Innovations and Extension

The very need of higher education promotes research. The concept of research should be in practice and a norm

in the higher education as institutions. Keeping this view in mind the institution conceived an idea of having a separate committee for research known as MANTHANA. The committee not only promotes research attitude among the teachers but also inculcates the same in the minds of the students. The Research Committee examines the students' papers, guides them and encourages them to present papers at various colleges. For the faculty, the committee provides information and guidance in presenting and publishing research papers and pursuing Ph. D programs.

The institution is committed to inculcating a strong sense of social responsibility among its students and staff. The college has three major forums which look in to this area i.e. NSS, YRC and Eco-Mitra, These forums, organize programs which educates the community through gatherings, participations in the rallies organized by the various agencies, conducts surveys and observations etc. .Appreciation Certificates from various agencies substantiates the statement, visit to Manovikasa Kendre, Asare School and Health and hygiene are few highlights of the events. The College offers financial support for the faculty and students for research and community extension work.

Institution has provided the technical infrastructure to all the staff with individual systems with internet facilities with unlimited downloads in order to blend the research culture, the faculty participation in the Conferences, Workshops and Publications has increased over the years owing to this initiative.

Infrastructure and Learning Resources

There has been a steady expansion of infrastructure and learning resources. Our college commenced its operations from the basement of a sister institution. The fourth floor construction was undertaken in 2008 and became functional in 2009; Fifth floor was constructed in the year 2010 and was functional by 2011. Currently the college runs in a compact space across two floors. The natural ventilation combined with modern design and furniture creates an excellent ambience for serious academic activities.

There are adequate facilities to support the Co and Extracurricular activities The College has a well-built Gymnasium, Computer lab with 48 systems connected with ACT Fibrenet (50-75 Mbps) and an Audio Visual Room, separate sports, NCC room and an Air conditioned seminar hall in the basement. The library is equipped with reference books, journals, magazines and 7 systems with internet facility and works beyond the normal working hours to optimise its usage. There are shared rooms for IQAC, business lab, Placements and Counselling Cell. There is a shared health centre with full time Doctor at the nearby campus of sister institution Seshadripuram Degree College and a canteen in the campus and common canteen at subsidised rates at Seshadripuram Degree College Campus.

The maintenance of the Infrastructure is given prime importance with Annual Maintenance Contracts from various agencies. The appointment of a fulltime Computer programmer ensures smooth maintenance of Information Technology infrastructure at the institutional level. Physical Infrastructure is supervised by Trust Civil Engineer, Electric Engineer and Hardware engineer at the Trust level.

Student Support and Progression

The college plans and executes all its plans and programs keeping students' betterment in focus. The admission

process follows roster system as per the rules. This is managed by Admission Committee which counsels every student during admission. Students from economically underprivileged backgrounds are supported with fee concessions and meritorious students are provided with fee waiver and merit scholarship. Effective grievance handling procedure has been developed and a separate forum called ANKURA looks after welfare of girls and their grievances.

Our institution believes that systematic training is required to develop communication skills, analytical ability and general awareness to make students employable. AIKYA the Placement committee coordinates a comprehensive Value Added Programme across 6 semesters which is offered free to all students. The Value Added Programmes which are conducted by Edu Learning Pvt Ltd is designed by AIKYA in consultation with the industry experts. There is a successful campus recruitment process in place with a substantial number of students being placed every year in leading companies.

Students are provided with personal counselling in the campus from a trained Counsellor. The talents of students are identified and nurtured by various committees in particularly PURVI (Cultural Committee) and KREEDA JYOTHI (Sports Department), Various seminars, guest lectures, entrepreneur development workshops are conducted at the institutional level and with our sister institutions.

The college has an active Alumni Association “NEXUS” which organise annual alumni meet. The alumni are invited to conduct competitions, seminars and guide present students on competitive exams and career building.

Governance, Leadership and Management

The college operates under one of the oldest and most respected educational trusts of Karnataka.. The Management is supportive in all the endeavours of the institution. Each institution under the Trust has a Governing Council comprising Management members, university representatives, the head of the institution and senior faculty. While broad policy decisions are taken at the Management board meetings, all major decisions regarding institution functioning are taken at the quarterly Governing Council meetings. Stringent financial discipline is maintained through regular internal auditors of the Trust as well as external auditors. The management has introduced many social security schemes to staff such as Provident Fund, Gratuity, Maternity Benefit, Group insurance etc.

The principle of participative management is practised .The Principal initiates the ideas in the staff meetings and decentralises activities of the college under various committees called ETHOS. The staff members prepare budget and responsibility accounting is followed. The fund requirement of the institution is forwarded by the Principal and sanctioned fund is used for the various activities in the institution with timely approval.

The IQAC of the institution plays a very important role in analysing feedbacks of various stakeholders through various committees. IQAC conducts meeting regularly and suggestions are given to the various committees to ensure smooth and effective operation.. Leadership is promoted among staff and students by involving them in various committees and suggestions of both students and staff are taken in the implementation of the college activities.

Institutional Values and Best Practices

In view of promoting E Governance, the institution has upgraded from mobile based app IPOMO to an

integrated Cloud- based Campus Management System Digita Campus, enhancing the facilities to monitor stage wise at different levels from Student, Parent, Teacher, Head of Departments and Principal. The communication of the performance of student is received through SMS by parents, among staff through their individual login details the information is exchanged, with a view to enhance the core subject books in library, institution distributes syllabus books to the students at the beginning of the semester “Book Kit” which caters their requirement from the academic point of view.

The institution upholds the sensitisation of gender by organising various programs under the banner of ANKURA (Committee for Women Empowerment) and PARIKRAMA (Forum for Grievance Redressal, Sexual Harassment Redressal Cell and Equal Opportunity Cell) These forums organise seminars, self-defence classes, poster making, celebrate women day and paper presentations**.**

The college has been striving hard to bring in the culture of environmental consciousness among the students. The display boards in every class room above the switch boards to constantly remind the students and staff about the importance of saving electricity, institution has met its power requirement by CFL in the fifth floor. College conducts seminars and involves students into field studies on various burning environmental issues. Institution has separate Mail ID for each Committee/ Forums, communication is done through mails to prevent excess usage of paper with a view to move towards paperless functioning.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SESHADRIPURAM INSTITUTE OF COMMERCE AND MANAGEMENT
Address	No. 40 Girls School Street, Seshadripuram
City	Bangalore
State	Karnataka
Pin	560020
Website	www.sicm.edu.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Anjanappa	080-22955382	9448310292	080-23462472	smilesicm@gmail.com
IQAC Coordinator	Pramod A V	080-26798592	9972677099	-	nanepramod@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	02-07-2005

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Karnataka	Bangalore University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	No. 40 Girls School Street, Seshadripuram	Urban	0.2755	1245.139

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Commerce	36	PUC	English	240	238
UG	BBA,Commerce	36	PUC	English	120	64

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				1				0				26
Recruited	1	0	0	1	0	0	0	0	9	17	0	26
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	2	6	0	8
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	1	0	0	0	0	0	1	3	0	5
PG	0	0	0	0	0	0	8	13	0	21

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

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	1	2	0	3

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

Programme		**From the State Where College is Located**	**From Other States of India**	**NRI Students**	**Foreign Students**	**Total**
UG	Male	176	0	0	0	176
	Female	126	0	0	0	126
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	8	8	13	9
	Female	11	6	13	10
	Others	0	0	0	0
ST	Male	1	4	2	1
	Female	1	1	1	1
	Others	0	0	0	0
OBC	Male	88	81	82	76
	Female	61	68	60	40
	Others	0	0	0	0
General	Male	79	58	79	95
	Female	53	63	50	71
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		302	289	300	303

3. Extended Profile

3.1 Program

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

Response : 2

Number of self-financed Programs offered by college

Response : 2

Number of new programmes introduced in the college during the last five years

Response : 0

3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
858	893	859	829	747

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

2016-17	2015-16	2014-15	2013-14	2012-13
180	180	180	180	150

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

2016-17	2015-16	2014-15	2013-14	2012-13
285	292	262	249	190

Total number of outgoing / final year students

Response : 1278

3.3 Teachers

Number of teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
29	30	30	26	25

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

2016-17	2015-16	2014-15	2013-14	2012-13
26	26	26	26	25

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

2016-17	2015-16	2014-15	2013-14	2012-13
26	26	26	26	25

Total experience of full-time teachers

Response : 8.206

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

Response : 140

3.4 Institution

Total number of classrooms and seminar halls

Response : 17

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

2016-17	2015-16	2014-15	2013-14	2012-13
70.68	59.63	78.86	63.13	44.73

Number of computers

Response : 102

Unit cost of education including the salary component(INR in Lakhs)

Response : 22525.16

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 8138.38

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college follows the syllabi and curriculum formulated by the Bangalore University. The process of curriculum design is done by the Boards of Studies of the University is through the participation of Member Colleges and professional bodies. The institution has undertaken various programmes for the curriculum development and implementation. There has been active involvement of the faculty in various seminars, workshops and discussions for curriculum development, organized by the professional bodies and Board of Studies of different disciplines.

The institution develops and deploys the following action plans for effective implementation of the curriculum:

- Lesson Plan and Work Diary.
- Monitoring by HOD’s and the Principal
- Examinations, Assignments and Projects.
- Skill development exercises
- Workshops.
- Monthly staff meetings
- Advance learners classes, remedial classes.

The academic subject allotment is decided well in advance in the preceding semester itself. The teaching staff prepares lesson plan and update it on the campus management system before the commencement of regular classes without which the attendance of the students cannot be taken. The lesson plan is submitted by the faculties and HOD’s record the work dairy specifying the syllabus covered during that particular day.

The Heads of Department and the Principal verifies the work diary every fortnight and the percentage of syllabus covered will be kept track. The college conducts an internal test and a preparatory examination. The assignments and skill development are given to the students as per the norms of the University and the marks are allotted as per the exercise of assignments by the students. The internal assessment marks criteria is decided by the examination committee in consultation with the principal. The

committee communicates to all the staff members who abide by it.

The college takes the responsibility of conducting meeting both at departmental level and overall staff level, the status of syllabus is discussed and the staff ensures that the syllabus is completed on or before the last working day of the semester.

The college conducts advance classes to the students who are the prospective rank holders by the Principal and Heads of Department. The slow learners are identified and remedial classes and Bridge classes are conducted. The remedial classes is also extended to the re appearing students.

College is just in its thirteenth year of its operation besides most of the faculties have undertaken university related works, the valuation, working as custodians and assistant custodians etc. The college also has hosted a workshop on re-orientation of 2nd and 6th semester BBA course in the year 2015; it has also hosted a re-orientation of Hindi syllabus in the year 2016 and also ensures that faculty participates in such activity organized elsewhere by the concerned departments of university to get acquainted with the revised syllabus.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 3

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	1

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

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

Response: 58.14

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	3	10	1	0

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 2

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 8.78

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

2016-17	2015-16	2014-15	2013-14	2012-13
107	38	0	0	203

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

1.3 Curriculum Enrichment

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

Response:

The institution has adopted the curriculum prescribed by the university. There are courses which address the above issues. Courses like Corporate Governance for BBA students and Business Ethics for BBA and B.COM, Indian Constitution and Human Rights. Environment and Public Health, Science and Society, Personality Development, Culture Diversity and Society and Value Education are taught at various levels.

In addition to this various cells like ANKURA, the women empowerment cell conducts programmes which address women related issues. Some of the programmes include Self-Defense Classes: Taekwondo training to the Girl students.

Gender related Seminars are periodically conducted by the Women Grievance Cell to educate girl students regarding issues pertaining to local and national levels.

Climate Changes- students conduct rallies under NSS banners to create awareness about global warning.

Environmental and Public Health classes are conducted as per the curriculum designed by the Bangalore University. To create awareness, programmes regarding health and hygiene and environmental safety

measures are conducted.

In association with International Association for Religious Freedom (IARF), Human Right Resource Centre; Human Rights Education Training Program was arranged to the students and staff of our college to address human Rights issue.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

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

Response: 9

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

Response: 9

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 6.06

1.3.3.1 Number of students undertaking field projects or internships

Response: 52

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

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

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E.None of the above

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: D. Feedback collected

File Description	Document
Any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0.22

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	2	2	3

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 86

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

2016-17	2015-16	2014-15	2013-14	2012-13
289	300	303	308	290

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

2016-17	2015-16	2014-15	2013-14	2012-13
360	360	360	360	300

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

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

Response: 70.96

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

2016-17	2015-16	2014-15	2013-14	2012-13
120	127	122	122	123

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

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The classes are generally heterogeneous as the institution admits students from all walks of life. Teachers are able to get the pulse of the students learning capacity in the introductory classes through interaction and questioning in their respective subjects. The class teacher and subject teacher of each class identify the abilities of the students to work, create, execute, express, manage and perform through mind mapping. Extra books are provided by library to support the advance learners. Financial aid and support is provided to high achievers. The institution assesses the learning level of students on the basis of their academic performance background. Each and Every student attends pre assessment test conducted to know the understanding level of students in subjects like Accountancy and Business Studies, basic mathematics in their +2 courses. The students who have joined from streams other than commerce undergo a foundation course for a period of ten days in the beginning of the semester.

Following facilities are given to encourage advance learners

- Certificate of excellence for high scorers.
- SET Merit Scholarship of Rs.10000 for students who score 90% to 95%.
- Management fees waiver for 95% and above.
- Rs.2000 cash prize for 100 on 100 scorers.

However irrespective of their ability to learn, the institution provides a special platform for all the students to realize their innate talent and exhibit the same through College magazines, Management fest, cultural events, management events, etc. The result of the student of our college **Rekha G has secured 9th Rank**

in Bangalore university examination 2013-2014 and **Parineetha Somayaji has secured 2nd Rank** in Bangalore university examination 2014-2015.

Apart from these for the students who are already into second and final year of the course remedial classes are conducted for all the subjects based on the performance of the students in the tests and preparatory exams.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 33

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

Response: 00

File Description	Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document

2.3 Teaching- Learning Process

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

Response:

Experiential Learning

Experiential Learning is active at Seshadripuram Institute of Commerce and Management. Experiential Learning offers students various activities based on real situations which enhances the students cognitive

ability. Students actively participate in the various activities during the span of their course such as

- Educational Tours
- Chart and Model Making
- Task Based Activities
- Internal Audit
- Time Table Audit
- Internships
- General Presentations
- Infrastructural Visits
- Surveys

Participative Learning

Participative Learning is a technique that enhances the communication skills and gives the students opportunity to progress. Every possible effort is made to support and encourage the students to actively participate in learning techniques such as

- Workshops and seminars
- Group Discussions
- Poster Presentations
- Paper Presentations
- Field Visits
- Community Surveys
- Brainstorming Sessions
- Research Projects.

List of Research papers presented by the students

Sl.No	Year	Name	Title of the Pap
1	2017	Abhishek Sanjana	“Role of Entrep
2	2017	Naveen R Swarna Prakash	“Make in India
3	2016	Parinitha Neha Swaroop	TINDER SWOC ANAL
4	2016	Reesha Shamiotha Arshiya	JIO SWOC ANALY
5	2016	Keshav	Samsung Note

		Bhavik. Sheth Syed Asad	SWOC ANALY
6	2016	Vishnu Manjesh Nagarjun	TATA NANO SWOC ANALY
8	2016	Madhusudhan Veeranna Shetty Pavan	Patanjali Produc SWOC ANALY
9	2016	Kaushik Ranjith Gowda AdithAthrey	I Phone 7 SWOC ANALY
10	2016	Aishwarya Navya Likitha Rao	Snap Chart SWOC ANALY
11	2016	Harikrishna Pradeep S P	VLCC Products SWOC ANALY
12	2016	Shamanth K S Rathan Srikanth	PARLE-G SWOC ANALY
13	2016	Sowmya Bura Monish	Virtual Box SWOC ANALY
15	2016	Srinivas Uday Shankar Dinakar	Online Astrolog SWOC ANALY
16	2016	Sushma C Chaithra S Chaitra K	STARBUCKS SWOC ANALY
17	2016	Neha Suman	Bharath Sancha SWOC ANALY

		Ajith	
18	2016	Meghana R Veenashree D M Chethana P M	SNAP DEAL SWOC ANALY
19	2016	Deepa D Nikitha B Jayashree S	KFC SWOC ANALY
20	2016	Suraj S Suhas T Jeevan Paul	Black Berry Mc SWOC ANALY
21	2016	Anitha K Chaitanya M	“A Study on Te
22	2013	Rajesh.M	“Convergences
23	2012	Rajesh.M	“Bonding with t THE ROLE OF
24	2012	Rajesh.M	“Role of Educa Education.”
25		Rajesh.M	“Entry of Foreig BOON or BAN

Evaluation Based Techniques such as

- Assignments
- Internal Assessments
- Preparatory Examinations

Problem Solving Methodology

Problem Solving helps to bridge the gap between learning and its application. It is a pedagogy in which students learn through solving problems and learning through experiences. Students are often given case studies and situational analysis on various contemporary issues. The students successfully complete research projects as per the Bangalore University norms. Our students have actively participated and presented research papers on various prevailing issues. Chalk The Talk is also one of the techniques used to improve the students ability on problem based aspects.

File Description	Document
Any additional information	View Document

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

Response: 92.31

2.3.2.1 Number of teachers using ICT

Response: 24

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

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

Response: 33

2.3.3.1 Number of mentors

Response: 26

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

- The faculty members upgrade themselves and use innovative practices in pedagogy in addition to the lecture method to assure and enhance our academic quality.
- Audio-visual aids supplement lectures in the classroom.
- Computer Aided Learning (Internet, Power Point Presentations) is provided for further learning
- Movies/ Documentaries based on the syllabus prescribed and related to the syllabi are telecasted.
- Student’s participation in symposium/seminar (conducted by the college & other institutions).
- Exposing students to the industrial environment through industrial visits and industrial training.
- Organizing Seminars /extension lecture by experts in their respective fields to share their knowledge with students.
- Organizing Entrepreneurship day to bring out the hidden talent of entrepreneurial skills among the students, providing case studies and making them to analyse the situation and what decision would

be taken by them, through these methods the concepts are easily comprehended by the students.

- Students prepare homemade products by investing money on their own, sell in the campus to the other students and staff. At the end, they prepare report of whether profit /loss made by them.
- Students conduct internal audit of college accounts to get exposed to practical auditing and prepare report on the same.
- Students conduct establishment audit, verification of infrastructure, library stock verification, sports stock verification, staff workloads and report the same to get practical exposure of auditing.
- Practical workshops self-defense, first aid, stock exchanges and issue of shares, in the classes to make students understand things practically.
- Students are asked to prepare questionnaire on some topic and are made to analyse and convert into percentage and later present on a graph sheet to get exposure on statistics practical learning.
- For practical exposure students are asked to present a topic on research and development on new or existing products.
- Students are given case studies to develop their reviews on the respective cases.
- To improve the student's personality, psycho analysis is done in the class hours by giving them tasks in groups. Later they are informed about their nature, character, which they can make use for their future development.
- Personality evaluation review tests are conducted to students where each classmate writes about one good character of his/her peer. At the end one student character is analyzed based on the information received about him/her from friends.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 3.85

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	1	1	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 0.32

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The college conducts two tests and awardsinternal marks to the students under CBCS system, from the current academic year one test and preparatory examination is conducted based on which students internal evaluation is done. The last date for the marks submission is decided and communicated by Pareeksha (Examination Committee) to all the staff members. After valuation the papers are given to the students and the marks and scheme discussion is undertaken in the class to acquaint students to the university valuation mechanism.

The faculty also provides the inputs regarding how the evaluation process is conducted at the university level, method adopted by university while valuation of scripts is done. The valuation procedure at the university level is discussed in the classes so that the students get acquainted with it.

The valued answer scripts will be retained by the faculty and the record of marks is made both manually and digitally. At the end of the semester the valued answer scripts will be preserved until the results of the semester is declared by the university.

The subject teachers give at least 5 assignments per subject and each assignment is evaluated, marks are allotted for each assignment.

File Description	Document
Any additional information	View Document

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

Response:

University conducts semester examination; evaluation is by central evaluation system. Project submission,

Viva-voce, Internal marks are considered for the aggregate of marks. The degree is awarded on such evaluation.

The criteria for evaluation:

Internal assessment test, Seminar, Regular attendance, participation in extra and co circular activities, Assignment.

- **Assignments**: Assignments are given to the students by the subject teachers for which a stipulated time is given to the students to submit the same. After it is submitted it is evaluated on predetermined criteria which are also communicated well in advance and the same is returned back to the students after it is valued.

- **Announcements of internal test & exam dates:** Similarly the exam committee makes an announcement of the test and the preparatory time table well in advance through public address system and in the examination notice board.
- **Attendance:** Attendance percentage is also be taken into consideration for allotting the internal assessment marks. Every month attendance list is put up in the respective class rooms so that the students will know their attendance status.

- Based on the marks secured in internal test as well as in the preparatory examination along with assignment that is submitted the marks is allotted to the candidates.

- **Extracurricular considerations:** Apart from this if the student participates in any of inter- college events either for sports or for cultural or any others like fest, etc., or if they represent the university teams in any sports or extracurricular activities. The attendance is given at the end of the semester based on the details given and certified by the sports department or by the concerned committee convener.

- **Allotment of marks:** The internal marks is displayed on the notice board before within the prescribed last working day as per university calendar of events. Student grievance regarding internal assessment marks is clarified by the examination committee and finally it is uploaded to the university portal online.

- The grievance regarding internal assessment marks is clarified by protocol of contacting the subject teacher in case of unsolved grievance students contacts the Examination Committee for the

clarification.

- **Extracurricular & Co-curricular marks:** As per university regulations 50 marks is awarded for extracurricular &co curricular.The College conducts many events under its various committees, the participation in these activities is considered to allot EC And CC marks. The college has designed a common template which is handed over to class counsellors who is empowered to allot Extracurricular & Co-curricular marks, 5 marks is allotted for each event participation, 25 marks is allotted to students who attend NCC and allied camps.

File Description	Document
Any additional information	View Document

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

Response:

At the university level, the students have to follow the system of applying for revaluation, taking photo copy of the answer scripts, getting suggestions from the faculty regarding the same if found that the marks are not awarded properly then they can apply for re valuation or challenge the valuation.

In case of any other grievances, the college takes complete responsibility of solving them. The student approaches with the office staff who is in charge of examination, office staff in turn identifies the grievance and prepares letters and send it to the university with required proof. The follow up of the candidate's grievances is undertaken frequently through constant visits to the university.

In case of any online discrepancy on the part of the institution, the office administration is held responsible and the data which is uploaded relating to the student is cross checked to make it error free. Besides, if any errors are found the office contacts the online service providers through university and get the problem resolved.

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

Response:

The institution is affiliated to Bangalore University hence the academic calendars of events such as opening and closing of the semester, examination; notification of valuation is followed on the basis of university calendar of events. The college also prepares the Internal Semester wise calendar to include co-curricular and extra-curricular activities.

The institution plans its schedule for tests and preparatory examination well in advance through meetings conducted under the chairmanship of the principal. Post conduction of the exam and test the evaluation date finalization is done which is circulated to all the teaching staff. Internal assessment marks, Extra Curricular (EC) and Co-Curricular (CC) marks and Non-core subject internal marks is finalized by the examination committee within the scheduled framework given by the university.

2.6 Student Performance and Learning Outcomes

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

Response:

The program specific outcomes for B.Com, BBA, and Value Added Programs (VAP), is briefed to the students well in advance at the time of admission to the B.Com, BBA courses by the admission committee wherein the students/parents are given complete details about the outcome of the particular program.

The VAP Program and its benefits are explained in the orientation program, by the Aikya team and the Principal.

The complete details of VAP to staff are made available through department meetings by HOD's and by the Head of the Institution. The details of the same to the students are made available through notice boards & by Short Message Service (SMS) by Campus Management System.

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

Response:

The Heads of Department conduct meetings to communicate the expected Course Outcome.

Teachers prepare objectives of each chapter and share before the commencement of classes which help them to understand and visualize course outcomes.

Syllabus of VAP is shared with the staff in the staff room notice board to educate on the course outcome and welcomes suggestions and improvements.

Students:

The course outcome is displayed on website. It is circulated to the students during admission by Admission Committee through one on one counseling.

The course outcomes are printed in prospectus; the students are informed about syllabi objectives by the subject teachers. Orientation programs are also conducted to educate the course outcomes.

Academic attendance and curriculum coverage is monitored by sophisticated cloud based app Digita Campus.

Mentor system is practiced where every faculty is allotted with a certain number of students. These students are regularly counseled on various aspects like curricular and extracurricular. Apart from these, if the student is interested in any other field special guidance to pursue their goals is also given.

ACTS, the Attendance and Course Tracking System is in charge of overall monitoring and mentoring the students' attendance. The forum generates the attendance shortage list and displays in all the classrooms on or before 5th of every month. The students with shortage are counseled and advised to cover up the shortage. Some of the students' parents are called for a meeting to inform the same. The students with acute shortage are detained from the exam.

PRC- The Parents Relationship Center, is an active forum where the parents as well as the faculties come together to discuss the academic progress of their wards. Apart from academics, teachers receive suggestions for the overall development of the students. It is an interactive forum.

Subject wise result analysis is done after every university examination for introspection.

Result analysis is done course wise after every university examination.

Bridge courses are conducted for the First year slow learners for all the subjects.

Specific Outcomes

Yes, it is displayed on the website .The college runs the course designed by the university, the scope for curriculum as well as course is limited. The college designs the Value Added Courses to be offered, the course outcome and syllabi is covered in detail and communicated through website. The students are also informed about course outcomes and expected attributes of the degree. The college provides a platform beyond curriculum to the students to enhance employability and to develop a sense of social responsibility as indicated in the Trust vision statement and college's institutional ethics. The programs offered aims at developing a positive attitude and self confidence to face real world scenarios of business.

Communication

Teachers: Teachers attend orientation programmes organized by the Bangalore University on new syllabus to understand the course outcomes.

2.6.3 Average pass percentage of Students

Response: 87.02

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

Response: 248
2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution Response: 285

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process **Response:** 3.7	
File Description	**Document**
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0.45

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0.45	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

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

Response: 0

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

Response: 00

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

College does not have incubation center but intended to have it in future.

In the absences of the center, the college encourages the students to take up entrepreneurship as the career. The college conducts many events to bring in the attitude of entrepreneurship among students such as entrepreneurships day, product launch and crisis solving competitions. The institution has tie up with National entrepreneurship network (NEN) through which classes were conducted to the students one of the staff member of the institution was a part of a team that received training from NEN .separate logins and passwords was provided and study materials was also given by the agency using which the classes were conducted in our campus.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 15

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	6	1	2	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

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

Response: No

File Description	Document
Institutional data in prescribed format	View Document

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

Response: No

File Description	Document
List of Awardees and Award details	View Document

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

Response: 0.08

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	0	1	0	5

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.85

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	7	6	0	0

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising

students to social issues and holistic development during the last five years

Response:

Our college has taken many initiatives to provide extension activities in the neighborhood community through various committees. We have taken up an initiative to educate our society on various issues like, use of solar heater, save trees, garbage segregation, health and hygiene, etc. we also supports free medical checkup for all the students as well as parents in association with different hospitals. We encourage our students and staff members to visit various orphanages and a few schools to teach them on various subjects and we also conducts survey and based on the survey report our students educate the society and take further steps to improve the society. We encourages our students to travel different places organizing rally with slogans on particular topics

Our college has conducted various seminars and workshops to educate the society to spread the awareness of sensitive issues happening in today's world. College also conducts various camps to encourage and expose our students to interact with the individuals in different places to help the society. Involving students in these activities help them understand how privileged they are and also inculcate the habit of serving people who are downtrodden or under privileged.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 15

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	3	2	1	2

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

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

Response: 18

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	3	4	3	4

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

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

Response: 0.02

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Any additional information	View Document

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

Response: 23

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	6	4	4	5

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

- Existing classrooms are completely utilized for the teaching and learning purpose.
- ICT enabled class rooms with sufficient internet facility (with the speed of 2 mbps)
- There are totally 18 sound Systems with F M facility (15 in Class rooms+1 each in Lab, Staff room and Principal Chamber.)
- Audio-Visual room with 80 seating capacity is equipped with two mike-sets, one cordless mike and one microphone.
- A Conference Hall with 300 seating capacity is shared with the Seshadripuram Composite Pre University College.
- A Seminar Hall at Seshadripuram degree college campus with 200 seating capacity.
- A Well - equipped sports department and gymnasium in the College cellar.
- A multi-purpose open stage in the College quadrangle / Ground floor, is shared with the Seshadripuram Composite Pre University College..
- The college has a vehicle parking space at the ground floor.
- The College has a bore-well and it also has a BBMP water connection which provides sufficient water for the entire building.
- A ramp facility is provided at the Main entrance.
- Lift facility is up to third floor is functional.
- The Hostel facilities for the female students are provided at the Seshadripuram First Grade College.
- The Non-teaching staff gets Employees State Insurance Corporation benefit Scheme (ESIC).Group insurance is provided for the students. The entire teaching staff is covered under medi-claim insurance scheme. Doctors" facility is available at the Seshadripuram degree college campus. First-aid facility is available at the college premises.
- The College provides purified drinking water facility to the students in the campus. Availability of the water is in both hot and cold form. One water Cooler and one Geyser facility is available at 5th Floor and one water Purifier is installed in the staffroom.
- An Induction Stove is available for making Coffee/Tea and a micro oven is placed in the Staffroom.
- A separate Record Room is maintained at 5th floor.
- The College Campus is equipped with Public address System which is utilized to address the entire College simultaneously.
- Fire safety Equipments are installed which are maintained by ACE Enterprises every year.
- UPS and Batteries are stored in the separate enclosures.
- Generator facility is available with the capacity of 62.5KW
- The College Campus is covered under CCTV Surveillance.
- Acoustical treatment is provided (2 seconds Reverberation time) for central quadrangle at 5th floor.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Adequacy of facilities for Department of Physical Education, NCC and NSS

Sl. No.	Description	Description	Year of establishment	Ar
1	Sports Room	Available in Cellar	**2005**	**30**
2	Indoor Sports Activities	Conducted in the College Quadrangle like Archery, Badminton, Table Tennis, Chess, and Carom.	**2010**	
3	Rifle Shooting	Rifle Shooting Range is available in College Cellar Campus	**2010**	10
4	Gymnasium	Gymnasium facilities like Weight-lifting, Power-lifting and Best Physique cum Physical Fitness are provided for students and staff.	**2010**	
5	Yoga	International Yoga Day id celebrated every 21st June.	**2015**	
6	Outdoor Sports Activities	All outdoor sports activities are conducted at Seshadripuram Degree college campus ground and Bangalore University, Central College Ground.	**2005**	
7	NCC	Our College NCC Unit is affiliated with 39 Karnataka Battalion NCC, Karnataka and Goa NCC Directorate, B-Group. NCC Parades conducts every Thursdays between 2 pm to 6 pm.	**2012**	17
8	NSS	Our College NSS Unit actively participates in the NSS Programs affiliated to the Bangalore University. Regularly Camps are conducted.	**2010**	

9	Youth Hostel Association of India	Our College students actively participate in the Youth Hostel Association of India Programs every year like Conferences, Trekking and Adventure Activities.	**2012**

10	Health, Hygiene and Environment	• First aid facility is available in the college and Doctor availability is in the main college campus. • Cycle Rallies are conducted every year for the students, staff and NCC Cadets to create awareness about Health, Hygiene & Environment.	**2015**
11	Youth Red Cross Wing	Youth Red Cross Wing is active in organising programs which create awareness related to health and hygiene of students.	**2010**
12	Cultural Activities	The College has a forum for cultural activities 'PURVI' which plays an important role in providing students all the opportunites to participate at the inter-collegiate cultural activities to enhance their progression. The Committee makes use of the A-V room in the 5th floor, Conference hall and quadrangle in the cellar of the college for the conduction of these programs. The open auditorium facilities are available in the main college campus.	**2010**

File Description	Document
Link for Additional Information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 17

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

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

Response: 25.28

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

2016-17	2015-16	2014-15	2013-14	2012-13
9.04	18.50	13.50	11.0	21.50

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

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

Sl. NO	Library Software Details	
1	Name of the ILMS software	Easylib Software
2	Nature of automation (fully or partially)	Fully
3	Version	4.3.4
4	Year of Automation	12-01-2010

File Description	Document
Link for Additional Information	View Document

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

Response:

The Library has a rare collection of autobiographies, self development books, and CD's of various talks of expertise which are beneficial for the students' wholesome development.

Name of the Book/Manuscript	Name of the Publisher	Name of the Author	Number of Copies	Year of Publishing
1. Business Administration	Prentice-Hall of India Pvt.Ltd., New Delhi	Morris E Hurley	1	1964
1. Business Finance and the Capital Market	The Macmillan Press Ltd	Kenneth Midgley	1	1969
1. Costing	DP Publication Ltd	Lucey	1	1993
1. Production Management	Khanna Publishers, Delhi	Agarwal L.N; Jain K.C.	1	1998
1. Principles and practice of cost accounting, 3rd Edi.	PHI Learning Private Limited, New Delhi	Asish K Bhattacharyya	1	2

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

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

Response: 3.69

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

2016-17	2015-16	2014-15	2013-14	2012-13
4.43	5.39	5.78	1.74	1.09

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

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

Response: No

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 8.48

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

Response: 75

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

With a view of getting upgraded technologically the college has been implementing the ongoing upgradations with an intention of providing the best services to the students, faculties, and administrative staff and parents. The college provides sufficient number of latest core i3 3rd Generation Lenovo computers to all the faculties and provides the same to the administrative purpose. Till 2013, we had separate Wi-Fi connections to the faculties and also for the administrative purpose.

For the benefit of the students sufficient number of computers are provided with the LAN connection in the computer lab and 2mbps of internet connection with LCD projector. Computers are also provided in the library for the benefit of students. The college provides ICT enabled teaching systems and for this purpose all the class rooms are well equipped with projector and internet services. To monitor the growth of faculties/students and to increase the IT infrastructure the college was using **Ipomo App** till 2013 and upgraded to Digita campus app [cloud app] to maintain the attendance of the students, track the lesson plan, time table, internal marks, update the students attendance status to parents through group messages, pass on the info about any event that is conducted in the colleges. The College has a digital library with the collections of educational C.Ds ,D.V.Ds and all the faculties are provided

4.3.2 Student - Computer ratio

Response: 8.41

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

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

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

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 48.02

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

2016-17	2015-16	2014-15	2013-14	2012-13
38.72	21.85	33.37	28.28	27.54

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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

Response:

- Annual Maintainance Contract are signed up with various Companies to ensure the maintenance of infrastructure.
- Stock registers are maintained in the College and maintenance of the computers is done by the technician.
- Stock verification is done in all the departments at the end of the academic year. The office superintendent takes care of all the major/minor repair works before the Semester starts.
- Annual budget is proposed to the Trust, allows the funds for the servicing and the repair of the instruments.
- College focuses on maintaining a proper sanitisation of the class rooms and all other rooms of the campus by the house keeping department. House-keeping is out-sourced to 'MATRU AGENCY'.
- Suggestion boxes are opened every weekend.
- Sufficient amount of Drinking water is stored.

Sl.No.	Details	Maintenance With	Frequen
1	Computers	Sumitra Computers, Bangalore	As and w
2	Printers	Sumitra Computers, Bangalore	Getting c or 4 time
3	Projectors	U.S. Enterprises, Bangalore	As and w
4	Xerox Machine	Abhishek Enterprises, Bangalore,	As and w
		Sharp Enterprises, Bangalore	AMC
5	Scanners	Sumitra Computers, Bangalore	As and w
6	ID Card Machines	Easylib Software Limited, Bangalore	As and w
7	Water Purifier	Private	As and w
8	Fans and tube lights other maintenance.	SET	SET
9	Fire safety Equipment	ACE Enterprises, Through SET	Yearly
10	CCTV	C-Square Solutions	

File Description	Document
Any additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 1.94

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

2016-17	2015-16	2014-15	2013-14	2012-13
28	28	15	5	7

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

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

Response: 3.33

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

2016-17	2015-16	2014-15	2013-14	2012-13
41	27	17	29	25

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

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

Response: 100

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

2016-17	2015-16	2014-15	2013-14	2012-13
858	893	859	829	747

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benifitted by VET	View Document

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

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 21.87

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

2016-17	2015-16	2014-15	2013-14	2012-13
50	64	57	70	38

File Description	Document
Details of student placement during the last five years	View Document
Any additional information	View Document

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

Response: 19.65

5.2.2.1 Number of outgoing students progressing to higher education

Response: 56

File Description	Document
Details of student progression to higher education	View Document

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

Response: 60

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	1	0	0

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	1	1	1

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 1

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	0	0

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

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

Response:

Student Council: Students represents in all the 18 committees by enrolling themselves in it and coordinate with the committee convener, other students enriches their skills and abilities through participation.

Academic Involvement: The College strives to involve students' academic activities. The class representatives are appointed by the class counsellors, these class counsellors are invited for a meeting addressed by the principal, the Head of the department and the staff secretary based on which preparatory examination dates and also class grievances are addressed. Syllabus feedbacks are taken orally in the meeting.

Administrative Bodies: The College does not have a registered student council but students themselves

represent in all academic and co- curricular committees like management, cultural, research cell, language house, sports and NCC, NSS, Nature and adventure club.

Students represent the committee through unbiased selection by the lecturers through voting process (usually raising hands by student) and selecting their forum representative.

Increased student involvement in academic and co- curricular affairs yields desirable benefits for college as it affects student's educational experience and opportunity as their participation may manifest them in a diversity of styles, enhancing their skills while giving scope for a holistic development.

File Description	Document
Link for Additional Information	View Document

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

Response: 30.4

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

2016-17	2015-16	2014-15	2013-14	2012-13
33	28	38	24	29

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

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

Response:

The alumni association in our college contributes to the development of the institution through non-financial means in many ways and we do not have a registered Alumni Association.

- The college seeks the cooperation/support of alumni to guide our students in their career choices and to share their professional and personal life experiences in the alumni meet.
- Ex-cadets play an instrumental role in training up the existing NCC cadets.

- Alumni were invited as resource persons to conduct Business Quiz to the existing students.
- ATraining on defence was provided by the alumni.
- A talk on art of presenting papers was arranged from one of the alumni.
- Alumni acts as officials in conducting annual sports day.
- Alumni participate as volunteers for conducting Bangalore university intercollegiate events.

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

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

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

Response: 5

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision:

To be an institution that strives to provide responsive, significant and eternal learning.

Mission:

- **To evolve as a sustainable learning community resource and a leader in creating and disseminating knowledge.**
- **To establish and maintain partnerships with stakeholders for quality excellence.**

Established in the year 2005, the college is growing as a prominent institution working towards providing significant education and inculcating the spirit of eternal learning among the students

The governance, planning and participation of the teachers in the decision making can be described under these heads.

NAAC

- **The Management grooms leadership among the faculties, in accordance with their services in the institution.**
- **The Trust encourages and supports the involvement of the staff in the improvement of the effectiveness and efficiency of the institutional process.**
- **Governing council meeting is held quarterly in the college, staff secretaries along with the principal attends the meeting and discuss about the activities conducted, achievements made, improvements and any issue that is addressed at the right spirit which ensures a healthy and sound work environment in the college.**

- **Through the Principal, the management involves the staff members in various activities related to the development of the college and they are involved by way of construction of various committees by assigning positions of responsibilities on a rotation basis. They are encouraged to participate in community work, NSS, NCC, NGO activities, participation in State/National/International Seminars and workshops.**

- **The College grooms the leadership at all levels of administration, among teaching, non–teaching staff and the students. Regular faculty development programs are conducted to enhance leadership qualities.**

PRINCIPAL:

- **The Principal is the overall in charge of the college. The Heads of departments are responsible for the distribution of teaching assignments, curriculum and administration.**

- **The Principal has the complete freedom to take decisions pertaining to academic matters. The Principal in turn encourages and empowers the faculty members to organize academic activities in their departments by conducting monthly meeting.**

FORUM CONVENORS and HEADS OF THE DEPARTMENT:

- **Apart from these, teachers are appointed as the chairpersons of various committees who undertake co-curricular and extra-curricular activities**

- **They are given administrative and financial powers to run the department.**

- **The administrative staff of the college is actively involved in admission, examination processes and is encouraged to participate in leadership workshops organized by the University.**

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Yes, the college practicesdecentralization and participative managements at various levels.

ACADEMIC ACTIVITIES:

The Principal directs the Heads of departments and the same is conveyed to the other faculties, who are also given an opportunity to express their point of view.

In view of Academics, the Heads of the Departments, (Commerce and the languages) are in complete charge of the distribution of work allotment, Calendar of events, lesson plan, dairy write ups and they superrevise at regular intervals whether the work is getting completed on time.

FORUM ACTIVITIES:

The overall activities other than the academics, like extracurricular ones happens under the various heads of various forums Conveners, it's members take the responsibility of carrying out the decided programs. The members are changed every year to bring out a variety in the programs and experiences.

The students are an integral part of the forum activities. Their role is of utmost importance, they are trained to manage and organize the events, pre and post of it, planning as well as documenting it.

ADMINISTRATIVE ACTIVITIES:

Office superintendent heads the administrative wing of the college. The institution is completely self-financed and staff is delegated with responsibility of Establishment, finance and Examination.

Case Study:

The Admission procedure at our college is a perfect example for decentralization and participative management. The Committee for the coming year is framed well in advance and they start the work with the preparation of the Prospectus and they follow the rules and regulations governing the admission procedure given by the university. Applications are segregated on the basis of merit and the list would be announced accordingly and the admission takes on the basis of the roaster system in consultation of the Principal. The committee has the complete rights to take decision over the matters related to the admission. Responsible accounting is followed, sanctioned money is apportioned by the convenors and necessary proof of spending is handed over to the accountant.

Similarly all the other Forum Convenors are given the entire responsibility of taking the decision of what activities should be conducted in the particular academic year and the decisions regarding its finance too.

The Convenors of all the forums directly report to the Principal, with his consultation they chalk out the programs for the academic year.

File Description	Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Criteria	Perspective Plan
Curriculum Aspects	• Introduce more certification courses. • To add interdisciplinary course like BCA. • Develop study materials to subjects. • Develop Digital Content of study materials and give acces • Promote students to take up internships.
Teaching, Learning and Evaluation	• Ensure time based solution for exam related grievance. • Design degree attributes and defines to students. • Innovative value added programs with interaction with ind experts. • Educate on different ICT tools that can be adopted in spec teaching. • Arrange for sessions on teaching pedagogy with subject ex
Research, Extension and Innovation	• Strengthen MOU with NGO to arrange mutual upliftment • Motivate staff to take up higher education like MPHIL and • Arrange for staff exchange program with other universities affiliated colleges. • Conduct more specialisation based seminars. • Convert business lab into learning lab to enhance practical
Infrastructure and Learning Resources	• To provide digital library facilities to students and staff. • To have MOU's with sports complexes in the vicinity. • Constantly upgrade to AMC's where ever necessary to upl infrastructure. • Add more indoor games facilities to both staff and student • Set up infrastructure to suit differently abled students.
Student, Support and Progression	• Arrange for more alumni involvement in college activities • Encourage students to take up competitive exam and arran house training through MOU's with external agencies. • Arrange for more programs at Global level through existin fresh MOU from time to time. • Encourage students to take up field learning, participative subject areas. • To improve the records of outgoing students and extend su

	campus.
Governance, Leadership and Management	• Strengthen E-Governance in all spheres of college activitie • Setup internal compliance committee to comply with vario pertaining to college. • Rotate the staff among various committees every two year • Enhance peer to peer, staff to principal and administration principal feedback mechanism. • Conduct seminars/conferences at National level on genera areas.
Institutional Values and Best Practices	• Replace LED bulbs with CFL wherever possible. • Install solar panels above the fifth floor to meet electricity requirements. • Setup water harvesting facility in the college. • Arrange more gender equity and gender sensitisation prog • Declare campus as plastic free

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

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

Response:

RECRUITMENT POLICY

The Recruitment of the staff happens at the Trust level. There is a Staff Selection Commission headed by the Vice President of the Trust. The required number of the staff is usually forwarded to the Trust by the Principal of the respective institutions. The Interview dates are announced well in advance in the well-known newspapers. The Principals of the various institutions are members of the Staff Selection Commission who too are privileged to express their opinion. The recruitment of the staff happens on the basis of the minimum criteria set by the UGC.

PROMOTIONAL POLICY

At the entry level, the staff gets the designation as Lecturer and is under Contract period for about a

year, and then another year as probationary. After completion of five years, he/ she will be promoted to the designation of Senior Lecturer and after 8 Years of Service, he/she will be promoted as Assistant Professor and after 12 years of service he/she is promoted as Professor.

SERVICE RULES

The Trust has enacted a by-law and has circulated to all the institutions in the form of Compendium which defines the service rules.

GRIEVANCE REDRESSAL

Our institution has its own grievance redresssal mechanism which is handled by a separate committee. The suggestion boxes and feedback questionnaire contributes significantly in finding the grievance. The Parent grievances are dealt by the Class Counsellors, attendance committee and the Principal. Staff grievances are discussed face to face at meetings with the Principal. They are sorted out at the institutional level. Only serious grievance is brought to the notice of the Management and are resolved in a cordial manner.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Any additional information	View Document

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

Response:

There are various forums in the college (around 20) framed keeping in mind the all-round development of the students. The members of these forums headed by the respective convenors decide the activities for the academic year, conduct meetings, record its minutes systematically. Every event is planned and accordingly implemented and recorded. The implementation of the resolutions are recorded in the Action Taken Report and are constantly reported to the Principal. The Forum Conveners present the number of events conducted in every semester in the last staff meeting of the semester.

Case Study: Inter Quality Assurance Cell of our college had conducted a workshop on "Benchmarking in Educational Institutions "on 3/2/2017.

The planning of this workshop began well in advance from the initial meetings of the academic year 16-17. When it was decided to conduct one such workshop, The staff was asked to come out with various themes for the workshop, a brainstorming session was conducted and after the suggestions were collected , this theme of Benchmarking in Educational Institutions was finalised as this was thought to be the most apt one and relevant for the present times.

The preparations began with the seeking of permission from the Trust, Proposal of the budget for it, seeking OOD permission from the collegiate education department (SICM OOD/3432016-17, dated 6/1/17), the tasks related to it were allotted to the staff members; the brochure of the workshop was designed. The resource scholars were decided and finalised in one of the meetings, the brochure was distributed to various affiliated college and allied universities with proper planning. The transportation facility for the resource people was decided. The food to be provided in the lunch was discussed and the menu was finalised. The stationery items like files, pens, booklets to be handed over was also decided. The program list was chalked out, the inaugural session, the speakers for the

first technical session, the Second technical session and the third technical session was decided. The Valedictory program's guest was also decided.

After the workshop was concluded, a proper documentation was followed; report with the photos of the seminar was submitted. The Meetings and it minutes was well documented in the IAQC Meetings Record Book.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The college has various welfare and beneficial facilities provided by the esteemed trust to all the employees. The following list is the details of the welfare measures provided to all the staff.

Sl.no.	Welfare schemes available	welfare scheme staff in percentag
1	PF Contribution to all staff members	100%
2	Group Insurance scheme	100%
3	Gratuity	79%
4	Encashment of Earned Leave	100%
5	ESI	21%
6	Annual Get together	100%
7	Staff Outing	100%
8	135 days of maternity leave for women Employees	5%
9	Paid leave of 15days for faculty and 30 days for non-teaching staff.	100%
10	Fees concession for staff children in Seshadripuram Educational Institutions.	5%
11	Financial assistance for the teachers who are doing research.	0%
12	Registration and conveyance charges to attend for seminars, workshops and FDPs.	100%

13	Grant of OOD for attending seminars workshops etc.	**100%**	
14	Higher education remuneration	**60%**	

File Description	Document
Link for Additional Information	View Document

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

Response: 53.91

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

2016-17	2015-16	2014-15	2013-14	2012-13
17	22	23	6	2

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

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

Response: 4

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	9	5	0	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

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

Response: 53.91

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

2016-17	2015-16	2014-15	2013-14	2012-13
17	22	23	6	2

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

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

Response:

At the end of every semester, Faculty performance appraisal is done by the management based on the students' feedback, Subject wise result analysis, and the participation and contribution made by the faculty in different areas. The appraisal feedback is also taken from the principal and HOD of the concerned departments and the result is discussed with the faculty members in order to make the appraisal process more effective. The principal in association IQAC is in charge of the collection of the feedback forms from the students from all classes. As quality is the culture of the campus, corrective measures and disciplinary actions are taken. No compromise is made on quality. The management always plays a vital role in the performance appraisal of the staff. The management has taken decisions to terminate the contract of some of the faculties who would have not performed up to the mark.

The Office and the infrastructure appraisal are included in the teaching feedback format only. It is not done individually. Usually it is collected from the outgoing batch students only. The same is analyzed and communicated.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Yes, we have an institutional mechanism for internal and external audit. The internal and external audit is done twice in a year by SET office bearers.

- **Last internal audit was done on November 2017 and external audit was done on July 2017.**
- **To recover fees the steps taken were sufficient remainders are given by the administrative staff, sending a letter or calling the parents and informing about the fees outstanding.**
- **Uploaded 5 years of Internal & External Audit Reports:, 2016-17,2015-16, 2014-15, 2013-14 and 2012-13.**

File Description	Document
Any additional information	View Document

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
00	0	00	0	0

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

Response:

- **The amount of fees is collected either in DD or NEFT format. The amount received by the college from the students is remitted to college's account (Principal SICM).**
- **As per this budget the college meets the expenditure. The resources are allocated to various**

heads/activities in the college depending upon the activities planned/participation in the various college or inter college fest.

- **The Forum Conveners, have to prepare an optional budget of their respective forum activities on the authorization of the Principal. This budget will be forwarded to the trust for the approval and college administrative staff will take responsibility to draw a cheque and again the cheque will be sent to the trust office for the signature of the General Secretary. Once the budget is approved from the Trust, the administrative staff prepares a cheque signed by the Principal. The proposal will be sent to the Trust for final approval.**

In case if the program is an emergency, the Principal conducts the events and approaches for post facto approval.

6.5 Internal Quality Assurance System

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

Response:

· **IQAC has been established in the year 2012, institutional policy is framed timely feedbacks are taken from students and communicated to the concerned department and the quality is assessed constantly.**

· **Regularly IQAC conducts various activities beneficial both for the students as well the faculty. In the last two years, IQAC team is responsible for conducting a national level seminar Titled, A WORKSHOP ON BENCHMARKING IN EDUCATIONAL INSTITUTIONS and a faculty development programme aiding faculty who are aspiring for NET/SLET examinations.**

· **MANTHANA, the forum for research for the students was established by IAQC to inculcate the spirit of research among the students.**

Various awareness programmes about the NAAC requirements, preparations, understanding of the NAAC procedure were conducted in the last five years

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

Response:

- **IQAC in association with the Principal, at the end of the each semester, collects the students' feedback on various issues, like faculties teaching methodology, infrastructure, syllabus coverage and few comments on the syllabus prescribed by the university.**
- **Remedial Classes for various subjects were conducted from the beginning of the semester to help the students who find too difficult to clear the subject.**

Bridge Courses for the BBA students from Science stream are conducted regularly.

Slow learners are identified from both B.Com and BBA steams and support is provided to these students.

- **Similarly High achievers in the previous semesters are also identified and special support if provided to these students so that they can perform well and score ranks at the university level.**

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

Response: 3

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	8	6	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

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

Response:

SL. No	Academic Year	Recommendations	Action Taken
1	**2012-13**	• **To conduct pre-final examination at the Trust level** • **To Conduct Remedial classes for the practical subjects for the students of other colleges too.** • **To Conduct Employers' meet at the institutional level.**	**Successfully recommenda**
2	**2013-14**	• **To conduct Self Governance Day on the occasion of Teachers Day, where the role of the teachers and the students were reversed.** • **To Conduct Grand Parents Day to honor them and their participation.** • **To conduct Pre- exam for the other streams, B. Sc, B.A and BCA for the rest of the institutions.**	**Successfully recommenda**
3	**2014-15**	**To conduct VAP and Placement enrichment programs** **Staff enrichment Programs such as encouraging the staff to present more research papers.** **Setting up of templates to reduce the paper usage and encourage paperless communication.** **All the committee communications to be conducted through the e-mail communication.**	**Successfully recommenda**
4	**2015-16**	• **To Set up Gavels Club to improve the English communication skills.** • **To Set up Parents Relationship Center** • **The up gradation of the then present website of the college.**	**Successfully recommenda**

		• Individual program feedback of the VAP Trainers • to conduct Certification Courses • To conduct workshop on the revised syllabus. • To conduct seminar to mentors to deal with mentees. • To train faculty and non-teaching staff on NAAC prospectus	
5	2016-17	• Preparation of the SSR • To Conduct training sessions on the preparations of NAAC • To Conduct a workshop on Benchmarking in Educational institutions • To conduct surveys on community related activities.	Successfully recommenda

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 5

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	3	1	0	0

File Description	Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
    1. **Safety and Security**
    2. **Counselling**
    3. **Common Room**

Response:

a. Safety and security – The security officers are appointed by the trust through MOU and they appoint security to the institution that ensures the entry of the students with identity cards to the campus and maintains records of visitor's in-time and out-time at the entry gate.

The College strives to meet the requirement for promoting the gender equity through various action plans. It works on the pro-active basis to mainstream and take initiatives with a purpose of creating awareness about gender and promoting the same message through all its activities. As a part of the commitment towards gender sensitive issues, equal opportunities are given along with the proper safety and security measures. Though, the college has continued with some of the earlier practices, in addition the new initiatives are also taken up. Like, setting up of a separate committee ANKURA (Women Empowerment Cell), installing CCTV's in and around the college campus, separate entry and exit facilities for both boys and girls.

b. Counseling - As a part of the statutory recruitment, ISHA, the counseling cell provides counseling to the students. A well-trained counselor visits the college and counsels the students' personal, social, emotional and interpersonal issues. Cent percent confidentiality of the student-counselor discussion is

strictly maintained. Students have been benefitted by such interactions and are successful in overcoming their problems with better positivity and confidence. One-on-one platform with sufficient time is provided to have a detailed conversation. Besides, the counsellor is invited to address the overall student group at the beginning of the academic year to give an orientation and create awareness about the external issues pertaining to the present generation students.

c. Common room – The College does not have any common room. To cater to the needs of the staff, pantry facility is extended and a microwave oven is provided in the staff room.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 94360

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0

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

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 94360

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

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

Response:

With the aim of maintaining cleanliness and hygiene in the campus, the college has placed dustbins in all classrooms for collection of solid wastes. Every day collected wastes are dumped in ground floor earmarked for solid wastes and disposed through City Municipal Corporation. The recyclable paper waste is given to ITC with whom MOU is signed by college. In return stationery of same value is exchanged. With an intention of reducing usage of papers, communication is carried out through e-mails, with each forum/Department having a separate mail Id's. The college organizes activities like workshop on waste segregation, poster and slogan making competition on waste management, water conservation, and wealth out of waste, preparation of newspaper bags by the students.

Since the institution offers only commerce course the wet waste generation is meager. As per the norms of Bruhat Bengaluru Mahanagara Palike (BBMP), it is mandatory to segregate the dry waste and the wet waste and is discarded systematically. The Institution also has a well-maintained drainage system for the sewage disposal.

E-waste disposal is not praticised in the institution.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The college has better rain water harvesting system, the water drained out during rain is collected in the tank constructed at the back entrance of the college. The structure was made before the purchase of the building by the trust. as per the regulations of the Bruhat Bengaluru Mahanagara Palike (BBMP), it is mandatory for all the buildings to have the Rain Water Harvesting. The fifith floor of the building has a false roofing which is bent to the required extent to facilitate collection of water in a systematic way.

7.1.7 Green Practices

- **Students, staff using**

a) Bicycles
b) Public Transport
c) Pedestrian friendly roads

- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The College infrastructure is not ideal for adopting green initiative as operations are carried out in the fourth and fifth floor. The Institution has various committees/cells called ETHOS and all the forums have separate mail ID's communication to reduce the usage of the paper. The Government of Karnataka has banned the usage of plastic; the institution has not been declared plastic-free but shrinks the usage of plastic in its normal operations.

Depending on the distance between the college and students' residence, the students and staff arrange their own transportation facilities as this facility is not arranged by the college. Commutation is either by walk or through public transportation including metro trains.

ECO-MITRA Committee is set up to create an awareness and consciousness among the students about green practices, programs like poster making competition on 'Say No To Plastic' and to spread awareness about cleanliness and environment a visit to school ASARE was taken up by our students.

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

Response: 1.67

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

2016-17	2015-16	2014-15	2013-14	2012-13
1.74	.92	1.03	.88	.74

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

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

Response: 3

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

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

Response: 3

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	0	0	0

File Description	Document
Report of the event	View Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document

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

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

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

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

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

Response: No

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

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

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

Response: 14

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

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

Response:

In our college, we celebrate national festivals to commemorate the great leaders and great historic events of national importance. A committee called Parinathi (Gandhi and Vivekananda study centre) is set up which organizes various events. An interactive session was conducted on 3rd October, 2017 which gave the staff and students an insight on Gandhi's perception on caste, committee organizes Gandhi Vichara Sankerana, a quiz on Gandhi's life and thoughts participated by students, besides they are taken to Gandhi Bhavan every year.

Independence Day and Republic Day is celebrated with all the Seshadripuram group of institutions at Seshadripuram Educational Trust campus.

Kargil Vijay Divas is observed by doing a parade in honour of soldiers, On Martyrs' day the college observes a silence for 2 minutes as a mark of tribute

A committee called Ambedkar Study Centre is active in college, students are taken to Dr. B R Ambedkar

Study and Research Centre, Bangalore University, and resource persons are invited to college to create awareness about Dr. B R Ambedkar vision and thoughts to students and staff.

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

Response:

Yes

Financial functions:

Budget based operations are carried out at the institutional level; information about budget availability is informed to all the staff. Responsible accounting is followed from the preparation of budget to the conducting of the event. The proof for expenses is submitted by the forum conveners thereby maintaining transparency.

Academic functions:

Reverse subject allocation is followed in the subject allotment; the junior staff is given priority to choose the subjects for the coming semester. The HODs of the concerned stream looks into the proper allocation of practical and theoretical subjects. Lesson plan is prepared and work diary is maintained by all the faculties monitored by the HODs and the Principal.

Administrative functions:

The administrative operations are all carried out on the basis of the rules and a regulation prescribed in the SET Compendium thereby follows transparency.

Auxiliary functions:

The auxiliary operations are carried out through the institutional circulars. All programs that are planned by the Trust, the information regarding the same is passed to all staff through circulars and thereby very transparent.

Upload a description of efforts of the institution towards inculcation of human values and professional ethics in students, faculty and society in not more than 200 words.

7.2 Best Practices

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

Response:

Book kit

1. **Title of the practice**

Book-Kit

1. **Objectives of the practice (100 words)**

With single window fees collection system prevailing in the college, it is imperative to reduce burden of acquiring books to the students, keeping this view as the basis BOOK KIT is introduced, where non-returnable syllabus books are issued to all the admitted students in the college; lack of awareness to students to choose the best of available authors for each subject, Department of Library and information Sciences ensures best books are made available to students, 'Book Kit' reduces space requirement in library to accommodate semester syllabus books and overcomes the problem of returning the books at the time of examination.

1. **Context (150 words)**

With limited space in library and no further scope for extension, the college came up with the idea of 'Book Kit' to ensure strengthen support from the point of view of academic excellence. Thus, the institution has the concept of 'BOOK KIT' distribution to prioritize and enrich the library completely with reference books, newspapers, magazines and journals of inter-disciplinary subjects. 'Book Kit' reduces the space constraints of the library, leading a pathway to stock and maintain more subject related reference books and also to enrich the library technically. The major challenge on the part of the institution is to meet financial requirements continuously on every year basis as the books once issued is not taken back from the students.

1. **Practice (400 words)**

The practice was proposed and implemented by the Library Committee advisory board of the trust, it does not escape from financial implication, at the commencement of academic year budget is prepared and necessary approvals are taken by Department of Library and Information Science, by identifying exact number of students for each year. The Heads of Institution of entire sister colleges will decide on the authors books to be distributed in each subject to the students. The Head of institution at the college level takes the consent of Departmental Heads while deciding the titles of the books. The subject teachers post allotment prescribes the books required to the Heads of Department (HOD's) who in turn communicates to the librarian through meeting with principal. For the students of Ist year, the books are provided at the time of admission itself and subsequent semester books are provided with in a fortnight of commencement of regular classes.

The major limitation of the practice is that the student approaching library may be reduced since the books are decided by the institution, the choice of the students is not encouraged. Since the Book Kit system is in place, the syllabus books are not issued to the students.

1. **Evidence (200 words)**

Institution addressing students as centre of all its operation has found fruitful results with the implementation of book kit. The results of the students have been increased with book kit and the general

problem of collecting issued books from librarian at the end of academic year is completely avoided by this practice.

The Book Kit is extended to the students even for non core subjects from the present academic year. With this system in place library is equipped with sufficient reference books, magazines books to support preparation for the competitive exams. With brain storming sessions involved at different levels, the quality books are distributed to the students which ensure their academic preparations for the examination is met by the institution.

The books as per old semester are written off from librarian, it is distributed to staff at free of cost excess books are transferred to Government colleges. The semester scheme of education demanded for extra space at library as the alternate semester books had to be stored; book kit has ensured the problem is overcome.

1. **Problems encountered/resources required (150 words)**

With the introduction of Book kit, students visiting library for the purpose of syllabus books has been reduced, the teachers had to motivate and Compel students through various activities to ensure they visit library to refer the reference books and magazines . Book kit feedback by the students is taken orally and the structured mechanism needs to be added in the general feedback of Library.

The renewal of the books borrowed from the library is reduced and the faculty members are constantly approached by the students to understand the different methods followed in the classroom and the text books issued as Book Kits.

7. Notes

In the era of digitalisation, it is necessary to guide students to strike right balance with reference and notes. The institution promotes students to use reference books, magazines and journals. The library space management is also ensured and equipped with core subjects and interdisciplinary subjects.

Best practices 2

‘ETHOS’ of the college

1. **Title of the practice**

‘ETHOS’ of the college

1. **Objectives (100 words)**

Since the introduction of CBCS scheme, extra-curricular and co-curricular marks are to be awarded; keeping this aspect each teacher is assigned with different forums as convenors and co-convenors to promote participative management through decentralization of activities. Each forum registers students by identifying and nurturing students’ varied talents, such as management skills, cultural skills, social awareness etc., each convenor maintains records of minutes, and documents of activities conducted and plan in advance for future by taking inputs from students who are a part of the committee. It grooms the

leadership skills automatically among students and staff.

1. **The Context (150 words)**

Higher education in India is governed by the University Grants Commission and at the state Karnataka State University Act, these statutory agencies constantly revives the need of various committees in all educational institutions operating under their guidelines, to incorporate those committees at the institution level, 27 committees are setup with separate logo, objectives and purpose of their existence. The institution has made it mandatory for all the forums to have e-mail Id for correspondence. The Principal along with senior faculties decide on members of committee. The faculty rotation is followed every 2 years with intention of motivation and creating learning environment. Every semester activities are conducted by the committees to enrich student's interest and promote competitiveness. ETHOS faces the major challenge of conducting the planned activities in-time, within the time constraints of 90 working days fixed by the University also keeping the main focus on the academic endeavours undisturbed.

1. **The Practice (400 words)**

Any issues related with the admission, is taken care by the admission committee, attendance status is updated by attendance committee, grievances are addressed by student's grievance cell. To create awareness about the women empowerment, community services, cultural activities, management activities, NCC, NSS, sports, environmental consciousness etc., varieties of committees are formed. To involve the parent fraternity in the process of whole academics, the institution has a forum for Parents Relationship Centre. To encourage the research abilities of the students, research cell and to encourage the writing skills and creativity of the students, Magazine committee encourages the students to showcase their creative skills. We have student volunteers in all the committees. In most of the committees, the conveners appoint 1 or 2 students as the student co-coordinators.

The information relating to the various forums is communicated to the students through admission counseling and in the orientation program organised at the beginning of the academic year, for the newly admitted first year students commonly arranged with Seshadripuram Degree College. The forums are divided into core, extra-curricular, co-curricular, statutory and supporting activities. At the institutional level, the information will be provided to the students through class counsellors and subject teachers. Students are informed to register with any one of the forum as volunteers based on their interest.

The forum convenors before commencement of semester working days, chalk out the events under the banner of each of them and e-mail the same to staff secretary, who in turn with principal chalks out the events and prepares semester plan, at the commencement of each semester staff meeting is conveyed and the dates for each even of the forum is allotted with at least 2 activities from each forum is made mandatory. The program preparation begins with preparation of budget, invitations, programme schedule and conducting programme.

College insists on documentation, separate Ethos is created for the same. The convenors have to share the event pictures with the website committee for the updating of the same in the website and also documents in both soft and hard copy format is submitted with the documentation committee within three days after conducting the event.

Principal, Staff Secretary and Documentation committee monitors the planned activities. At the end of every semester respective forum convenors present and brief out the activities instrumented during the concluded semester and also send the plan of action for the upcoming semester after planning well in advance with their co-convenors.

1. **Evidence Of Success (200 words)**

The forum activities are planned with the presence of students; each meeting conveyed has an agenda, deliberation, resolution and action taken. The students' skills are enhanced by being a part of the forum, the transparency in planning is exhibited with this act and students are self motivated to be part of ETHOS. The evidence of success is reflected with students receiving appreciation awards in inter-college, university and other rallies events, students are well trained to achieve these goals through identification and enhancing their talents. Students' placements are on the increasing trend over the years, the success is to be attributed to AIKYA which designs VAP programmes and train students regarding the interview skills for placements. Students are also trained for the competitive examinations to enrich their logical and analytical skills, guiding them to clear the examination for their better future. Benchmarks are set to conduct 2 events every semester by each of the ETHOS, reporting and planning for the future. The convenors hand over the documents along with e mail password to the subsequent convenors on the day of presentation during last staff meeting of the Semester in presence of the Principal and the Staff Secretaries.

1. **Problems Encountered Of Resources Required (150 words)**

The major problem is encountered with multiple members in each forum/ETHOS, the inefficient members take shelter. The students and staff participating in other colleges are funded by college; invitations from other institutions are received without sufficient time for the preparation of budget. The financial implication is borne by the staff and students and later on compensated by the college by following all the rules in relation with the payment.

The forum allotment to the staff is made by the Principal along with senior staff, the faculty members are not provided with the option of deciding the forums of their choice, the major problem with the practice is many a times faculties are involved in more than one forum and meetings and events of multiple forums are arranged at the same time, the faculty may not be able to participate in the both the forums endeavor with utmost efficiency.

1. **Notes**

Higher Educational Institution is a creator of human capital for the country. With less than 16% of the students having access to higher education, it is imperative that a holistic development should be its prime motive. Institutions across the country should have to adapt to these best practices as it covers activities from general operations, globalisation of education, human rights, environment conscious and human values etc., meticulously and encourage participative management among staff and students in all activities of institution. The application of the forums in normal course of action helps the institution in creating socially concerned citizens without disturbing academic parameters.

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

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

Response:

Institution infrastructure is tailor made for the latest technology and digitalisation, with individual system provided to staff, the institution has upgraded to cloud based App: Digita Campus from mobile based app: IPOMO, the institution considers it to be distinctive as operations, planning, execution, and it's monitoring is offered to facilitate 24/7 e-governance. Digita Campus is effective systemized software which records and maintains students' database.

Digita Campus operates a cloud platform integrated with secured socket layer (SSL) completely protected with Microsoft firewalls. The institution is a part of group MOU renewed with annual user licence fee. The admin rights are provided to specific staff members. The non-teaching staff is provided with admin rights, each teaching and non-teaching staff has a separate login ID's .The students data is fed on the system at the time of admission, the handouts are provided to the students and parents to educate them about its usage. The parents, students have separate login id, the multi layered programming is designed to facilitate access to different levels based on the institution's requirement.

The attendance, lesson plans, work dairy, peer communication is facilitated, and attendance update is sent through SMS to the parents on the same day. The students' data is permanently stored in the cloud and can be retrieved easily. Post completion of the course, the completion letters, Transfer Certificates are all automated. The reports are streamlined teacher wise, student wise, section wise and class wise. The internal assessment marks, assignments, notes publication etc is shared.

Teaching and non teaching staff uploads their profile and update the same time to time, the Trust can keep a track of the progression of the staff in their subjection syllabus completion. Institution plans to add on few new features to the existing system in the coming years.

The data available on the cloud can be downloaded in Excel format for the administrative purpose, institution is using the system at optimum level in all its operations through technically sound staff who are provided with individual systems with internet access. Daily timetable is available to stakeholders, which can be matched with the actual obtained after days attendance is updated.

Overall, the features of Digita Campus are optimum used and positive feedbacks are received from the parents and the students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

The Principal has communicated to the University regarding the proper following of the academic calendar set. The delay in re-opening of the semesters has an adverse effect on the students.

The college has conducted Centralised pre-examination for all the degree course at our institution level. The college was a nodal centre; it set up a board of examiners from all the sister institutions. The question papers were prepared in the triplicate from the members of faculty the sister institutions. Initially it was conducted for the commerce stream and later on in the next academic year, it was extended to the Science and
Arts stream too. It was difficult to continue with the Pre-centralised exam pattern because of the introduction of CBCS (Choice Based Credit System) by the University.

Self-Governance Day – the students were given opportunity to run the college as teachers on Teachers' Day in the year 2013. The lecturers played the role of students and followed all the rules right from wearing ID Cards and attending classes. The college was successfully conducted and media covered that day's events and telecasted in the local channel.

The college educates the students through entertainment mode also. The Movie club of the college named PLAYBACK organises movie screening to students in order to educate the students using the most powerful media like Audio-Visuals. Movies with a varied theme give the forum an opportunity to bring awareness among the students and create a responsive living. The students review the movie and express themselves.

Concluding Remarks :

The College vision, mission statement and its institutional ethics are in line with the trust policies. College facilitates such activities organised by the trust to enhance social consciousness and also conducts many in-house activities to cater the societal needs. Institution has set-up a separate forum on 26/07/2014 namely ECO-MITRA to conduct above mentioned activity. Institution follows a transparency in all its operations and grooms the leadership attitude among staff and students through participative management in the college policies.

The college is particular about meeting statutory requirements of the Government and the affiliating university. The institution following the order (Order Date: 09/12/2014) of the State Government inaugurated a new forum called Parents Relations' Centre on12thApril 2015. The committee organises Parents'- Teachers' meeting frequently in association with the Class Counsellors and Attendance Committee. Besides, the committee as a friendly gesture to all parents organises free health check-up and talks and awareness programs by professional counsellors and specialists in the field of Psychology. As per the Government of Karnataka order Ambedkar Study Centre was inaugurated on 27/8/2015., the forum regularly conducts activities to expose students to the vision and works of Dr B R Ambedkar. The Equal Opportunity Cell was Inaugurated on 26/7/2014 to upkeep the students records falling under non general merit category as per UGC requirement. ISHA: Counselling Cell was inaugurated in the year 2014 as a statutory requirement as per UGC guidelines.