



- Name of the IQAC Co-ordinator : Dr. H. A. Raghavendra
- Phone no. : **8050577089**

Alternate phone no.

- Mobile: **90355 64258**
- IQAC e-mail address: [principal@sambhram.org](mailto:principal@sambhram.org)
- Alternate Email address: [raaghu62@gmail.com](mailto:raaghu62@gmail.com)

3. Website address: [www.sambhram.org](http://www.sambhram.org)

Web-link of the AQAR: (Previous Academic Year): [www.sambhram.org/AQAR2017-18.doc](http://www.sambhram.org/AQAR2017-18.doc)

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year? YES

Yes/No....., if yes, whether it is up loaded in the Institutional website Web link

#### 5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B	2.58	2011	<b>from:2011 to: 2016</b>
2 <sup>nd</sup>				from: to:
3 <sup>rd</sup>				from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: **15.03.2010**

#### 7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1. Feedback collected from the students, alumni and parents.		Parents: 15 Alumni: 20 Students: 280
2. College has participated in NIRF program.		
3. Meeting of IQAC being held at regular interval.		
4. Timely submission of AQAR reports.		

**Note: Some Quality Assurance initiatives of the institution are:**

**(Indicative list)**

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

**8. Provide the list of funds by Central/ State Government-**

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc. **NIL**

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES**

\*upload latest notification of formation of IQAC

**10. No. of IQAC meetings held during the year: 02**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... Yes / No

(Please upload, minutes of meetings and action taken report)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes **No** ✓**

If yes, mention the amount: Year:

**12. Significant contributions made by IQAC during the current year (maximum five bullets)**

- ❖ Faculty Development Programs have been conducted under the aegis of Internal Quality Assurance Cell of the college.
- ❖ IQAC has taken initiative in arranging an Interaction session with Prof. G Raghuram, Director, Indian Institute of Management, Bangalore for the quality improvement amongst students.

❖ IQAC has conducted Students' feedback survey by administering the questionnaires amongst them and analysing the feedback.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. To organise Faculty Development Programs for the quality improvement among the faculty members. 2. To arrange visits to premier Institutions.	1. Two FDPs were conducted during the year 2017-18 as a part of quality enhancement program under the aegis of IQAC and the faculty members were immensely benefited by the resource persons. 2. 30 students of MBA visited Indian Institute of Management, Bangalore .

14. Whether the AQAR was placed before statutory body? Yes / **No: ✓**

Name of the statutory body:

Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/**No: ✓**

Date:

16. Whether institutional data submitted to AISHE: Yes / No: **YES**

Year: 2017-18

Date of Submission: **16.02.2018**

17. Does the Institution have Management Information System?

Yes No **✓**

If yes, give a brief description and a list of modules currently operational.  
(Maximum 500 words)

## Part-B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 Curriculum Planning and Implementation**

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Sambhram Academy of Management Studies is an institution affiliated to Bangalore University and hence, the syllabus, curriculum and evaluation system is done as per the plan of the University. The University periodically evaluates the need for revision of syllabi and does changes in the system and our institution follows it. As per the Choice Based Credit System, each subject is given a specified number hours of delivery and the grades are given to the students as per the regulations of the University.

Based on the number of hours of class specified by the University the time table is prepared by the respective heads of the departments in the college. Lesson plan is prepared by the respective faculty of the subjects they are handling which is to be followed throughout the semester for completion of the syllabus. Co - curricular activities like quiz, group discussion, presentations, and seminars are also conducted from time to time to improve the skills of the students. The faculties are required to maintain work diary to document their classes' delivery status.

The internal Tests are conducted twice in a semester and the students write the same in the blue books. This is for the continuous evaluation of each student. The internal examination is organized department wise and the weak students are given further coaching. Internally planned valued added programs enhance the employability of students.

The high diversity in culture, language and academic quality is a big challenge in introducing a common platform of learning in the first year. Hence, the respective departments conduct the bridge programs to bring all the students into one common platform for learning.

The internal expert lecture system helps to bridge the gap between high and low academic standards within the class itself. In this process, in every semester, two sessions will be conducted by the experts for selected subjects. This improves the quality of delivery in core subjects.

The guest lecturers are conducted for industry linked subjects from industry personnel itself. This enables the students to expose themselves for a practical approach and to improve their level of understanding. The project work and internships also improve the experiential learning. **Internal Subject Collegiate** lead by the Principal and senior professors discuss the curriculum delivery issues reported by the students in separate Collegiate meetings and guide the faculty to improve the curriculum delivery system. The Principal maintains the report of Collegiate for further evaluation.

The Use of ICT is another area to improve in the course delivery. The faculty encourages the students to use E- books and material for improving quality. The inclusion of 'News Analysis', 'Budget Analysis' etc had helped the students to link the subjects with contemporary issues. The special sessions as a part of curriculum delivery on 'Advanced Career Planning' helped the students to develop awareness on emerging sectors for placement and to give more thrust on related subjects.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
<b>NIL</b>					
<b>1.2 Academic Flexibility</b>					
1.2.1 New programmes/courses introduced during the Academic year					
<b>Programme with Code</b>	<b>Date of Introduction</b>	<b>Course with Code</b>	<b>Date of Introduction</b>		
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	<b>UG</b>	<b>PG</b>	Date of implementation of CBCS / Elective Course System	<b>UG</b>	<b>PG</b>
NIL			NA		
Already adopted (mention the year)			B.Com BBA BCA M Com MCA MBA	2014 2014 2014	2014 2014 2014
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	NIL		NIL		
<b>1.3 Curriculum Enrichment</b>					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
<b>NIL</b>		<b>NIL</b>		<b>NIL</b>	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
<b>NIL</b>			<b>NIL</b>		
<b>1.4 Feedback System</b>					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers		3) Employers	4) Alumni	5) Parents
Yes / No YES	Yes/ No YES	YES	Yes/ No YES	Yes/ No YES	Yes/ No NO
1.4.2. How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
❖ The feedback collected from the different stakeholders is analyzed by a committee constituted exclusively for the purpose of scrutinizing the feedback reports and working on the suggestions given by the stakeholders.					

- ❖ The committee will go through each feedback form and note down the responses given by the respondents.
- ❖ These forms are structured in such a way that all the facets of academic and non-academic areas are covered enabling the stakeholders to express their opinions and viewpoints very clearly.
- ❖ The structured feedback forms are distributed to the stakeholders and are requested to fill in the same and sent it to the committee on or before a particular date.
- ❖ The duly filled in forms are received from the stake holders and sorted.
- ❖ The filled in forms are scrutinized and the responses are noted.
- ❖ The committee set up for this purpose will consider the suggestions and opinions and initiate actions to achieve the desired results.
- ❖ The changes to be made will be discussed in the staff meeting the same will be instituted.

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

### **2.1 Student Enrolment and Profile**

#### **2.1.1 Demand Ratio during the year**

Name of the program	Number of seats available	Number of applications received	Students enrolled
BCOM	190	70	57
BBA	120	100	89
BCA	120	64	52
MCOM	40	35	33
MBA	180	154	127
MCA	60	20	11

#### **2.2 Catering to Student Diversity**

##### **2.2.1. Student - Full time teacher ratio (current year data)**

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
	<b>198</b>	<b>171</b>	<b>18</b>	<b>7</b>	<b>07</b>

### **2.3 Teaching - Learning Process**

#### **2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)**

Number of	Number of	ICT tools and resources	Number of ICT	Number of	E-
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teachers on roll	teachers using ICT ( <i>LMS, e-Resources</i> )	available	enabled classrooms	smart classrooms	resources and techniques used
32	18	Projector, Assignments through WhatsApp groups, Students using laptops for presentations.	08	04	LCD and WiFi

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

College has identified the need for students' counselling and mentoring as a part of the students' progression. Every student is allotted to a mentor who takes care of the academic and personal grooming of the student. The data is collected from the student in the form of a structured questionnaire and the same are analyzed and reported. The data sheet of every student is maintained by the mentor as a record of the developments of the student in the college from the date of joining till the student leaves the campus. Every semester a new data sheet is prepared and updated by the mentors. During the Parents' Teachers meeting the same data sheet will be shown to the parents for their information about their ward's performance in academic, co-curricular and extracurricular activities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
<b>369</b>	<b>32</b>	<b>1:12</b>

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with PhD
<b>35</b>	<b>32</b>	<b>03</b>	<b>04</b>	<b>09</b>

### 2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year) - **NO**

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

## 2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year:

Programme	Programme Code	Semester/ year	Last date of the last semester-end/ year- end	Date of declaration of results of semester-end/ year- end
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Name			examination	examination
			<b>AS PER UNIVERSITY CALENDAR</b>	<b>AS PER UNIVERSITY CALENDAR</b>
<b>2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)</b>				
<ul style="list-style-type: none"> <li>✓ The College follows the syllabi, academic calendar and regulations of Bangalore University to which it is affiliated to.</li> <li>✓ In the process of continuous evaluation various tests are conducted to assess the performance of students.</li> <li>✓ The question papers are set in line with the university pattern.</li> <li>✓ Tests are conducted under the supervision of the faculty members.</li> <li>✓ The marks obtained by students are displayed in the notice board.</li> <li>✓ The weaker students are given extra care and attention and are subjected to further class tests in order to improve their performance.</li> <li>✓ Regular Home Assignments are given to the students and they are asked to complete and submit the same within the deadline. The assignments are subject to correction and the same will be brought to the notice of the students.</li> <li>✓ Open book tests are also conducted to encourage students refer variety of books of the concerned subject.</li> </ul>				
<b>2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)</b>				
<ul style="list-style-type: none"> <li>▪ College adheres to the academic calendar prescribed by the Bangalore University.</li> <li>▪ A committee of academic calendar is composed by the institution. The committee consisting of Principal and Controller of Examinations prepare the academic calendar well in advance before the commencement of the semester.</li> <li>▪ The faculty members of the concerned department gather the lists of courses for the coming semester.</li> <li>▪ The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. The faculty members before the commencement of semester prepare the lesson plan, indicating the topics to be covered lecture wise including the evaluation process for each subject and it is duly reviewed by the one of the senior faculty in the department and approved by the head of the department. It is then, made available to the students.</li> <li>▪ Timetable in-charge of each department prepares the timetable as per the guidelines of respective statutory bodies for the number of credit hours for each subject prior to the commencement of the semester.</li> <li>▪ Time-table is uploaded on the system and displayed in the respective department notice boards.</li> <li>▪ The performance of the students is assessed on a continuous basis by conducting two internal exams as per the Bangalore University norms per semester where the average is taken of both. In addition to the tests, assignments, mini-projects and quiz are also the part of Continuous Internal Evaluation.</li> </ul>				
<b>2.6 Student Performance and Learning Outcomes</b>				

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the web link)

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.Com	61	20	33%
	BBA	85	61	72%
	BCA	36	26	72%
	M.Com	23	23	100%
	MBA	115	111	96.5%
	MCA	30	25	83%

**2.7 Student Satisfaction Survey**

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as web link)

### **CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 Resource Mobilization for Research**

**NO**

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations.

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (other than compulsory by the College)				
International Projects				
Any other(Specify)				
Total				

**3.2 Innovation Ecosystem**

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

**NO**

Title of Workshop/Seminar	Name of the Dept.	Date(s)

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

NO	NO	NO	NO	NO		
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year <b>NO</b>						
Incubation Centre	Name		Sponsored by			
Name of the Start-up						
Nature of Start-up		Date of commencement				
<b>3.3 Research Publications and Awards</b>						
3.3.1 Incentive to the teachers who receive recognition/awards <b>NO</b>						
State	National		International			
3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Centre</i> ) <b>NO</b>						
Name of the Department		No. of Ph. Ds Awarded				
3.3.3 Research Publications in the Journals notified on UGC website during the year						
Name	Department	Publication	Title	ISSN NO.		
NEENA P.C	MBA	Asian Journal of Research in Social Science and Humanities	Employability Skill Gap among the Management Students: Lessons to Learn,'	vol. 6, no. 6, pp. 1-15 ISSN 2249-7315		
ABRAHAM VARUGHESE	MBA	International Journal of Engineering Research and Technology	Resource Bootstrapping and Bricolage as Resource Management strategies : A case of Indian Informal Grocery retailers	Vol 6, Issue 03, pp 666-671, ISSN 2278-0181		
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
MBA		03				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
						<b>NIL</b>
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) <b>NO</b>						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

<b>3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :</b>						
No. of Faculty	International level		National level		State level	Local level
Attended Seminars/ Workshops			03			
Presented papers			03			
Resource Persons						02
<b>3.4 Extension Activities</b>						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activity	Organising unit/ agency/ collaborating agency		Number of teachers <b>co-ordinated</b> such activities		Number of students participated in such activities	
Plantation of saplings	NSS		04		25	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year <b>NO</b>						
Name of the Activity	Award/recognition		Awarding bodies		No. of Students benefited	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year <b>NO</b>						
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers <b>coordinated</b> such activities		Number of students participated in such activities	
<b>3.5 Collaborations</b>						
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year						
Nature of Activity		Participant	Source of financial support		Duration	
NO		NO	NO		NO	
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year						
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab		Duration <b>(From-To)</b>	participant	

		with contact details		
NO	NO	NO	NO	
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	
<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>				
<b>4.1 Physical Facilities</b>				
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year				
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development		
<b>Rs.50,00,000</b>		<b>Rs. 51,35,765</b>		
4.1.2 Details of augmentation in infrastructure facilities during the year				
Facilities	Existing	Newly added		
Campus area	1 acre	Nil		
Class rooms	25	Nil		
Laboratories	06	Nil		
Seminar Halls	02	Nil		
Classrooms with LCD facilities	04	Nil		
Classrooms with Wi-Fi/ LAN	Nil	Nil		
Seminar halls with ICT facilities	02	Nil		
Video Centre	Nil	Nil		
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil	Nil		
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil		
Others	Nil	Nil		
<b>4.2 Library as a Learning Resource</b>				
4.2.1 Library is automated {Integrated Library Management System -ILMS }				
Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation	
<b>LIBSOFT/ESIS</b>	Partially	9.8	2010	
4.2.1 Library Services:				
	Existing	Newly added	Total	

	No.	Value	No.	Value	No.	Value
Text Books	22 552	2,94,7388	708	1,20,218	23260	29,70,648
Reference Books	1142	87,000	68	25412	1210	1,10,260
e-Books	01	15,800	NIL	NIL	01	15,800
Journals	27	80,207	NIL	NIL	27	80,207
E -Journals	02	95,600	NIL	NIL	02	95,600
Digital Database	01	1,00,000	NIL	NIL	01	1,00,000
CD & Video	76	NIL	NIL	NIL	76	NIL
Library automation	NIL	NIL	NIL	NIL	NIL	NIL
Weeding (Hard & Soft)	NIL	NIL	NIL	NIL	NIL	NIL
Others (specify)	NIL	NIL	NIL	NIL	NIL	NIL

<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Up-gradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	190	04	40	NO	NIL	02	03	NIL	NIL
Added	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Total	190	04	40	NO	NIL	02	03	NIL	NIL
4.3.2 Band width available of internet connection in the Institution (Leased line)									
...35-50..... MBPS /GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
NO					NO				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - content		
NO		NO			NO		NO		

<b>4.4 Maintenance of Campus Infrastructure</b>			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
<b>Rs. 50,00,000</b>	<b>Rs. 53, 77, 167</b>	<b>Rs. 50,00,000</b>	<b>Rs. 50,71,677</b>
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) <b>(information to be available in institutional Website, provide link)</b>			
<b>Academic and support facilities</b>			
<p>The physical and academic facilities including classrooms, computer laboratories and computers are made available for the students who are admitted to the college. The students seek admission to desired courses including a practical course like computer and Tally ERP – 9, they are charged fees as per the university guidelines at the time of admission. In addition to that a non-salary grants are allocated for the maintenance of the computer lab and the class room with other allied facilities which are the part of the teaching-learning activities. The college has lush green garden maintained by the gardener appointed by the institution.</p>			

**Laboratory**

The equipment and machineries in the laboratory/workshop are maintained by the lab In-charge(s)/workshop In-Charge(s) with the advice of HOD.

**Library**

The library is headed by the Chief Librarian and she is the premises superior for both U.G. and P.G. library. She is supported by the Assistant Librarian, supporting staff (Senior and junior clerks) for Journal and Reference sections. In addition to the above staff, junior safety Assistants, and attenders will help the students for searching and lending of the books in the library

**Sports complex**

The physical education department is facilitated by the physical directors to educate the students. The In-charge of the department makes the play field ready for the students, by marking the ground and providing the play kits.

**Computers**

The computers are maintained in the Institution by “Information System Support Group (ISSG)”. This division provides the integrated IT services like smooth running of automation, up-gradation and maintenance of automation package, college website, biometric services, troubleshooting of hardware, networking equipments including internet connectivity, procurement of hardware, software.

The college has adequate number of computers and internet connections and the utility software are installed and updated as and when required. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. College computers, computer systems; software, internet, and Wi-Fi are provided to students and employees for education-related and work-related purposes. The facility of using computers in the evening time is also permitted to the needy students on request.

**Class rooms**

Class rooms are well maintain and kept neat and clean by our permanent college employees. The college has employed separate housekeeping employees to up keep the premises clean and tidy.

**CRITERION V - STUDENT SUPPORT AND PROGRESSION****5.1 Student Support****5.1.1 Scholarships and Financial Support**

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution		02	Rs.15,000
Financial support from other sources			
a) National	NIL	NIL	NIL
b) International	NIL	NIL	NIL

**5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,**

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NIL	NIL	NIL	NIL

**5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year**

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
NIL	NIL	NIL	NIL	NIL	NIL

**5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year**

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
NIL	NIL	NIL

**5.2 Student Progression****5.2.1 Details of campus placement during the year**

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
13	250	41	NIL	NIL	NIL

5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	03	B.C.A	03	Sambhram Academy of Management Studies	M.C.A.

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	NIL	NIL
SET	NIL	NIL
SLET	NIL	NIL
GATE	NIL	NIL
GMAT	NIL	NIL
CAT	NIL	NIL
GRE	NIL	NIL
TOFEL	NIL	NIL
Civil Services	NIL	NIL
State Government Services	NIL	NIL
Any Other	NIL	NIL

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
01	Institution level	86

**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) **NIL**

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has got a Council which governs the administrative and academic aspects of the college. The council is formed with representation of all the stake holders namely, students, alumni, faculty members, management representatives and non teaching staff. This council is formed every year at the beginning of the academic year. The council is headed by the Principal who chairs the meetings. The council has assumed the responsibility of taking the decisions regarding the administrative and academic matters. The students are given representation in the council on the basis of their individual capability to take responsibility. The administrative matters will be discussed in the open meeting of the council and the discussions are based on the agenda which is made known to the members in advance. The matters relating to the academic and administrative issues are discussed without any bias giving equal weightage

to all the members. The discussion is recorded and finally report is given to the higher authority namely the management. The management will take the decision in the light of the importance, relevance, affordability and priority.

Student representatives are included in the following academic and administrative bodies

- Internal Quality Assurance Cell
- Cultural Committee
- Commerce and Management forum
- Language Forum
- NSS
- Library Committee
- Physical Education Committee,
- Counselling & Grievance Redressal Cell
- Entrepreneurship Development Cell
- Mentoring Committee
- Anti Ragging Committee
- Training and Placement
- Parents' Teachers' Relations

### **5.3 Alumni Engagement**

**5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes, give details (maximum 500 words):**

NO

Even though the college has no registered Alumni Association it is having an Alumni Association, established for the improvement of the students and helping the need for the alumni of the college. The members of the alumni association have already started with collection of the membership amount. It is established with an intension to help students and members of association. It aims to have some Institution social responsibility activities also in the dates to come. The members of the association are as follows:

PRESIDENT : **Dr. Zabiulla**

Vice Presidents:

1. MBA & M.Com : Mr. Anup Gupta
2. MCA & BCA : Mr. Deepak Kumar
3. BCOM & BBA : Mr. Chandra Sekhar

General Secretary : **Mr. Deepak.G.R.**

Treasurer : Mr. Munthasrulla Baig

Members:

1. Mr. Siba Prasad
2. Ms. Mary
3. Mr. Kiran
4. Ms. Akshitha.M.
5. Mr. Kailash
6. Mr. Kundan Kumar
7. Ms. Pooja Ramesh
8. Dr. K.C. Mishra (Ex-Officio member)

5.3.2 No. of enrolled Alumni:	
	<b>486</b>
5.3.3 Alumni contribution during the year (in Rupees) :	<b>Rs. 1,32,220.</b>
5.3.4 Meetings/activities organized by Alumni Association :	<b>02 Meetings</b>
<b>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 Institutional Vision and Leadership</b>	
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)	
<p>The college has got a Council which governs the administrative and academic aspects of the college. The council is formed with representation of all the stake holders namely, students, alumni, faculty members, management representatives and non teaching staff. This council is formed every year at the beginning of the academic year. The council is headed by the Principal who chairs the meetings. The council has assumed the responsibility of taking the decisions regarding the administrative and academic matters. The students are given representation in the council on the basis of their individual capability to take responsibility. The administrative matters will be discussed in the open meeting of the council and the discussions are based on the agenda which is made known to the members in advance. The matters relating to the academic and administrative issues are discussed without any bias giving equal weightage to all the members. The discussion is recorded and finally report is given to the higher authority namely the management. The management will take the decision in the light of the importance, relevance, affordability and priority.</p> <p>Student representatives are included in the following academic and administrative bodies</p> <ul style="list-style-type: none"> <li>• Internal Quality Assurance Cell</li> <li>• Cultural Committee</li> <li>• Commerce and Management forum</li> <li>• Language Forum</li> <li>• NSS</li> <li>• Library Committee</li> <li>• Physical Education Committee,</li> <li>• Counselling &amp; Grievance Redressal Cell</li> <li>• Entrepreneurship Development Cell</li> <li>• Mentoring Committee</li> <li>• Anti Ragging Committee</li> <li>• Training and Placement</li> <li>• Parents’ Teachers’ Relations</li> </ul>	
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:	
<b>NO</b>	

## 6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ **Curriculum Development:** The curriculum development involves setting of syllabi for the courses being followed in the university. The curriculum development is the mainly based on the decision taken by the University which should be followed by the affiliated colleges. The choice is only for the students limited to the electives they can chose in final year of their course. However some of the senior faculty members are in the Board of Studies and hence the voice of the college will be placed with the university in the regular meetings of the Board.

❖ **Teaching and Learning:**

1. Imparting of knowledge to the students is taken up by using both chalk and talk and screen and talk. Most of the class rooms are equipped with the modern facilities like projector and screen to make the teaching more interesting and learning become easier.
2. The faculty prepare slides in their respective subjects on the basis of their syllabi in the form of modules prescribed by the Bangalore University.
3. These slides are shown to the students and explained in the class.
4. Students are also encouraged to give presentations using the Projector

❖ **Examination and Evaluation**

1. In case of the Semester Examination, it is to be conducted as per the time table issued by the Bangalore University.
2. The Internal Tests are conducted by the college at their convenience and as per the time schedule issued by the University.
3. Evaluation of the semester examination is conducted by the Bangalore University at its central Campus known as Central College on a centralised evaluation system.
4. With the double valuation system followed the answer scripts are evaluated by both Internal and External evaluators. The average marks are considered as the marks obtained by the student.

❖ **Research and Development:**

1. Students are required to prepare a dissertation at the end of the fourth semester.
2. This gives students to sharpen their research knowledge.
3. They prepare a minor project report at the end of their second semester and this gives them an opportunity to acquaint more research knowledge.
4. Faculty members are encouraged to present papers in conferences and attend seminars, workshops and symposia to gain more research knowledge
5. Faculty attending and presenting papers in such activities are encouraged with the facilities of reimbursement of delegation fee and OOD.
6. Financial increments are also offered for those who are awarded PhD.

❖ **Library, ICT and Physical Infrastructure / Instrumentation:**

Library has been well equipped with LIBSOFT software. For achieving quality improvement the library has been centralised for UG and PG sections. It has got a good stock of standard Text books including

maximum reference books by renowned authors. Standard and quality journals and E-journals are subscribed to motivate the students and faculty to make use of the same for their research activities.

❖ **Human Resource Management:**

Human resource management is given most prominence in the Institution. Quality of the faculty members is maintained and improved by providing them proper updation of knowledge by organising Guest Lectures, seminars and conferences. Program tie ups are being maintained with renowned institutions like Indian Institute of Management is also organised.

❖ **Industry Interaction / Collaboration :**

1. Business icons are invited to the institution to share their experiences and expectations from the academia.
2. Students are taken for the industrial visits to gain practical exposure to the industry.
3. Students during their Internship Project visit industrial houses for three weeks and prepare a report after a thorough study of the situation of the industry.
4. Incubation centres in IIMB i.e, N.S. Raghavan Cell for Entrepreneurship Learning has been approached to provide our students a thorough knowledge of the issues and prospects of entrepreneurship among the students. It is also planned to organise a seminar for students in this regard.

❖ **Admission of Students:**

Admission of the right students will improve the quality of the input of the college which in turn will have a positive impact on the outcome of quality students. Students of lower classes are taken for a visit to the campus to introduce the college. Seminars are arranged to them to open a new door in their academic venture.

6.2.2 : Implementation of e-governance in areas of operations:

❖ **Planning and Development :**

All academic activities of the Institution are being planned to be implemented soon in the e-governance system facilitating benefit to all stakeholders. The “Academic Planning and Development Support” Team is working on the support system through E-Governance Way to be implemented soon.

❖ **Administration:**

Even the Administrative set up is being transformed to the E-Governance Way for speedy delivery of all mechanisms serving the need of all stakeholders

❖ **Finance and Accounts:**

Students do pay their fees online, swipe their cards and even electronically helping quick disposal of their cases. We are researching to see how best these things can be taken up in systematic way.

❖ **Student Admission and Support:**

Now filling online admission application is possible by the aspiring students to study various courses in our Institution along with online payment facilities.

❖ **Examination :**

Our Institution is affiliated to Bangalore Central University system of Examination and unless the University adopts everything online we cannot do so. However, to the extent possible we are

planning online facilities towards ensuring reform in examination system

### 6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year 2017-18

Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
1.Dr. K.C.Mishra 2.Dr. H A Raghavendra 3.Ms. Rema Narayanswamy 4.Dr. Neena P C 5.Mr. Siba Prasad 6.Ms. Arpita 7.Dr. Surabhi Jha 8.Ms. Smitha N.S. 9.Dr. Abraham Varughese 10. Mr. Gopi. 11. Mr. Ajatha shatru 12. Ms. Jyothi.	FACULTY DEVELOPMENT PROGRAMME on EHNANCEMENT OF QUALITY AND INNOVATIONS IN PRESENTING DISSERTATIONS	BANGALORE UNIVERSITY IN ASSOCIATION WITH BANGALORE B SCHOOLS DIRECTORS' / PRINCIPALS' ASSOCIATION	Rs. 1,000 x 1 and Rs. 500 each X 11 = Rs. 6,500
Dr. Surabhi Jha Ms. Arpita Sastri Mr. Siba Prasad Sarangi	International Conference on Emerging Trends in Management	M.S.RAMAIAH INSTITUTE OF MANAGEMENT	Rs. 1,000 x 3= Rs. 3,000.

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year 2017-18

Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participa nts (Non- teaching staff)
1. Connect the Academic Culture 2. The Inner Edge: New dimension in leadership capabilities	<b>NIL</b>	<b>20<sup>th</sup> February,2018</b> <b>28<sup>th</sup> June,2018</b>	<b>35</b> <b>35</b>	

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Faculty Development Programme On	<b>12</b>	<b>15<sup>th</sup> April, 2018-</b>

ENHANCEMENT OF QUALITY AND INNOVATIONS IN PRESENTING DISSERTATIONS			
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
	04	04	
6.3.5 Welfare schemes for			
Teaching	Canteen, Retirement solution like Provident fund, Transportation		
Non teaching	Transportation, Provident Fund, ESI, etc		
Students	Canteen, Transportation, Hostel, etc		
<b>6.4 Financial Management and Resource Mobilization</b>			
<b>6.4.1 Institution conducts internal and external financial audits regularly:</b>			
<p>Institution has appointed Independent and qualified auditors under Chartered Accountants Act, 1948 for the group of Institutions. The books of accounts and the documents are audited by these auditors regularly. The report is issued by the auditors after the regular annual audit is completed. The income tax returns are filed on the basis of the report. Institution has efficient Internal auditors also. These auditors audit the books and documents on a continual basis and give the internal report to the institution. These audits have been conducted to safeguard the financial interest of the institution.</p> <p>(with in 100 words each)</p>			
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III) <b>NO</b>			
Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.		Purpose
6.4.2 Total corpus fund generated		<b>Rs. 10,46,85,928=00</b>	
<b>6.5 Internal Quality Assurance System</b>			
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?			<b>NO</b>
Audit Type	External		Internal
	Yes/No	Agency	Yes/No
Academic	NO	NO	NO
Administrative	NO	NO	NO
6.5.2 Activities and support from the Parent – Teacher Association (at least three) - <b>NIL</b>			
6.5.3 Development programmes for support staff (at least three) - <b>NIL</b>			
6.5.4 Post Accreditation initiative(s) (mention at least three)			
<b>6.5.5</b>			
a. Submission of Data for AISHE portal : (Yes /No) <b>YES</b>			

b. Participation in NIRF	: (Yes /No)	YES		
c. ISO Certification	: (Yes /No)	NO		
d. NBA or any other quality audit	: (Yes /No)	NO		
e. Regular meeting of IQAC	: (YES / NO )	YES		
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from--to--)	Number of participants
2018	Faculty Enrichment Program titled““Connect the Academic Culture”	20 <sup>th</sup> February,2018	One Day	35
2018	Faculty Enrichment Program titled “The Inner Edge: A new Dimension in Leadership Capabilities”	28 <sup>th</sup> June,2018	One Day	35

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
1. International Women’s Day	One Day on 10 <sup>th</sup> March,2018	Female	68

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the College met by the renewable energy sources : **NO**

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	NO	NO
Provision for lift	NO	NO
Ramp/ Rails	NO	NO
Braille Software/facilities	NO	NO
Rest Rooms	NO	NO
Scribes for examination	NO	NO
Special skill development for differently abled students	NO	NO
Any other similar facility	NO	NO

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address	Number of initiatives taken to engage with	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and
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	locational advantages and disadvantages	and contribute to local community				staff

**7.1.5 Human Values and Professional Ethics** **NO**

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

**7.1.6 Activities conducted for promotion of universal Values and Ethics** **NO**

Activity	Duration (from-----to-----)	Number of participants

**7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)**

- 1) 'SWACH BHARATH' is being followed by cleaning the campus regularly.
- 2) The power requirement of the campus is met through the **SOLAR POWER**
- 3) The entire campus is made as plastic free zone.
- 4) The institution has been using LED bulbs and fittings to save energy consumption and make the campus eco friendly.
- 5) The use of the paper is reduced to the maximum extent by using the electronic media and recycled papers for internal communication.

**7.2 Best Practices**

Describe at least two institutional best practices

1. Rank holders are felicitated and fee concessions are given to deserving meritorious students.
2. The campus has been following **GO GREEN** policy by planting many trees in the campus.
3. The campus is declared as 'Plastic Free Zone' banning use of plastic materials.
4. Students are encouraged to take up Entrepreneurship.
5. Students are given scholarships and fee concession.

**Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link**

**7.3 Institutional Distinctiveness**

**Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the web link of the institution in not more than 500 words.**

**Disseminating professional education combined with practical exposure and create values in the students for building an ethical society**

The institution has a vision of disseminating professional education combined with practical exposure to the students. The Second Year MBA students are required to study the problem in any organisation of their choice. Students select an organisation and undertake a study for a period of 45 days wherein they chose an area of work which is related to their specialisation. As a part of this study students get themselves well acquainted with the functioning of the concerned department and collect the necessary information needed for their study from the External Guide (Concerned in the department of the organisation). In case of Finance related study the student will collect the secondary data in the form of Financial statements and reports and compile the data with necessary workings. These are analysed using relevant statistical tools and inferences are drawn based on which findings are drawn and suggestions are offered to the company. In case of empirical study in the area of Marketing and HR the students are required to prepare a structured questionnaire and administer the same to the target respondents. The duly filled in questionnaires are collected and using research tools packages like SPSS, data collected is analysed and presented in the form of tables, charts and diagrams. Inferences are drawn from the data analysis and findings are presented along with necessary recommendations. The report prepared to the college and to the university which will be valued by the Internal and External examiners of the University. A VI VA -VOCE examination is also conducted by the University wherein questions are asked based on the work done by the students in the organisation.

The above exercise helps the students to get a practical exposure of the corporate working environment and it helps in the linking of academia with the corporate world. It also gives an opportunity to the students to explore the corporate requirements from the academia.

#### **8. Future Plans of action for next academic year (500 words)**

1. It is planned to start Global MBA program in the College. This is to provide the students an outlook about global perspective and International business environment.
2. To start Research Centre for motivating the faculty and students to take up research work.
3. To collaborate with Professional bodies and premier B Schools like Indian Institute of Management Bangalore, Institute of Cost Accountants of India, Institute of Chartered Accountants of India, Institute of Company Secretaries of India, Confederation of Indian Industries (CII) to foster an environment of innovation research and learning.
4. To tie up with some premier foreign universities to have students and faculty exchange programs, certification courses, cultural exchange programs, etc.

Name: Dr. H A Raghavendra .

Name: Dr. K.C.Mishra

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Signature of the Coordinator, IQAC

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Signature of the Chairperson, IQAC

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## Annexure I

### **Abbreviations:**

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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For Communication with NAAC

**The Director**

**National Assessment and Accreditation Council (NAAC)**

*(An Autonomous Institution of the University Grants Commission)*

P. O. Box. No. 1075, Nagarbhavi

Bengaluru - 560 072

Phone: +91-80-2321 0261/62/63/64/65

Fax: +91-80-2321 0268, 2321 0270

E-mail: [director.naac@gmail.com](mailto:director.naac@gmail.com)

Website: [www.naac.gov.in](http://www.naac.gov.in)