

## B.Criteria-Wise Inputs

### CRITERION I: CURRICULAR ASPECTS

#### 1.1 Curriculum Planning and Implementation

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

##### **Vision: Educate, Equip, Enable**

- To educate and empower students of less privileged sections of the society through value based education.
- Equip the students to face the challenges of the modern world, from professional, cultural and moral perspectives.
- Enable the students to face the global challenges through academic excellence.

##### **Mission:**

- To provide education through best practices.
- To facilitate students to develop positive attitude.
- To empower them through value based education
- To motivate them to excel in their performances.
- To inculcate leadership qualities, social concern, understanding, co-operation and benevolence among the youth.
- To lay thrust on social justice and patriotism.

The Vision of our Institution upholds the economic prosperity and social progress of women students irrespective of caste, creed or community. The Mission of the Institution is to provide qualitative higher education aiming at holistic development of the students with a practical and positive outlook to brave the challenges of the competitive world . Being the brand ambassadors of the college, the students are trained physically, intellectually, emotionally , socially and spiritually to be better citizens.

The Vision and Mission are made known to

- the students through the college Prospectus.

- the society through College Website ([www.vvndegreecollege.org](http://www.vvndegreecollege.org)).
- the students, staff and visitors through the display boards in the Library , Staff Room , Auditorium, Office room, Principal's chamber and in different places on the college premises.

Apart from this, the college Vision and Mission are also communicated to create awareness through

- Classroom teaching
- Value education classes
- Extension activities
- Outreach programs
- Faculty improvement programs.

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

The syllabus copy of respective subject is distributed among the heads of the departments. A file of syllabus copy is also maintained with the librarian for the reference of the lecturers. 16 hours of class work is allotted for the permanent and full time temporary lecturers. Either 8 hours or less number of hours (on need base) is allotted for the part-time lecturers. The Heads of the departments convene departmental meetings and allot the syllabus among the subject lecturers. 4 hours per week is allotted for each subject in the time-table. The lecturers plan their syllabus accordingly and complete the syllabus within the time limit. Special classes either beginning of the class hours or after the class hours are conducted to make-up the loss of classes due to holidays or college programmes . Tests are conducted twice in a year for I and II year students and four times for final year students for the academic improvement of the students. Special coaching and remedial classes are conducted for weak students on need base. Guest lectures are conducted by the respective departments to enhance the knowledge of the students . Power Point presentations are given by the teachers. For the

better performance in exams, home assignments are made compulsory for the students.

Visually challenged student is provided with Audio cassettes based on the respective subjects. Text books are transcribed into Braille script. Individual attention and care is provided to the visually challenged student, to make learning a pleasure than a pain.

Specific examples:-

Remedial classes and extra coaching is given to the students by the department. Guest lectures are conducted by the subject expert.

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

- The institution is affiliated to the Bangalore University and it is necessary to adhere to the university norms. The college voluntarily opts student centered workshops and subject related projects in BBM and Psychology department to enhance the university syllabus.
- There is a liberal use of several pedagogical and instructional practices by faculty.
- Most of the faculty members have been the members of Board of Studies and have taken an active part in the meetings to put forth their views in framing the syllabi and textbooks.
- Teachers are provided with reference books and technical assistance for ppt.
- Books, magazines, journals referred by the teachers are subscribed for the library.
- There is no restriction of time to borrow or return the books in the library.
- The teachers are supported by issual of any number of books for reference by the librarians.
- The institution provides library books for NGO's to transcribe them into Braille script , CD's and audio cassettes to assist visually challenged student.

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

- Catering to the need to bridge education and integration of Information and Communication Technology (ICT) in the curriculum in and to equip students to compete globally, Bangalore University has introduced Computer Fundamentals as a compulsory subject to the B.A/B.Com/B.B.M students. Hence a computer lab is set up in the institution.
- All the streams of students and faculty members were given a basic training in the use of computers.
- For easy access to the internet, computers are available in library, and computer lab to boost the students' academic performance and faculty professional development.
- The institution has also introduced certificate courses on computer basics, Tally, E-banking, HR, PDP, LDP, Tailoring and Karate to make students self sufficient.
- There is a liberal use of several pedagogical and instructional practices by faculty.
- Personal counseling and subject guidance is provided to help weak students with their studies.

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

No

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

The institution offers academic programs in Arts, Commerce and Management subjects. The academic programs are made available to the women students who come from socio-

economically less privileged background at an affordable fee structure. The self financed BBM wing admits both boys and girls.

The academic programs like preparing textbooks, framing syllabus, conducting examination all come under the control of the University and the institution is affiliated to the Bangalore University.

The following lecturers are the members of Board of Studies and contribute constructively in framing the syllabus.

Sl.no	Year	Name of the Lecturer	Board of Studies/ Board of Examinations	Subject/Course
1.	2005-06 2011-12 2012-13	Dr. M.G. Namitha Dr. M.G. Namitha Dr. M.G. Namitha	Member Chair person Chief	Sanskrit B.A,B.Com,BBM,B.Sc, BCA,BHM
2.	2011-12	Prof.C.N.Nagamani	Member	Kannada B.A,B.Com,BBM,B.SC, BCA,BHM
3.	2012-13	Dr.T.S.Mallika	Member	B.A
4.	2005-06 2007-08 2009-10	Prof. K. S. Sreekanteshwara	Member	Commerce and Management B.B.M B.B.M B.Com
5.	2011-12	Prof. G.V.Geetha	Member	Commerce B.Com

6	2007-08 2008-09	Dr. Muralidhara H.N.	Member	Kannada B.Com & B.A
7.	2005-06 2007-08 2009-10 2012-13	Dr. Sathyapal Sharma	Member	Commerce and Management B.Com B.B.M
8	2004-05 2009-10	Prof.Satish Mahishi	Member	Commerce and Management B.B.M B.Com
9	2006-07	Dr.S.V.Surya Rekha	Member	psychology B.A
10	2008-10 2010-11 2011-12	Prof. Rajalakshmi.S	Chairperson	English B.A/B.Com/B.B.M/B.Sc.,
11	2012-13	Prof.S.Chandrakantha	Member	Kannada B.A,B.Com,BBM,B.Sc,BHM BCA

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

No. The institution is affiliated to the Bangalore University.

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

As mentioned in the answer for the question number 1.1.2

## 1.2 Academic Flexibility

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

The range of program options available to the students are :

B.A

B.Com

B.B.M

Languages offered: Kannada, Sanskrit, Hindi, Tamil, Telugu and Urdu

Language II: English

#### **Certificate Courses:**

Tally 2004-05, 2005-06 ,2011-12

Coaching classes for CA: PE I foundation course 2005-06.

Soft Skills Training Programme and Language Development Programme are conducted during vacation which contribute in equipping the students for placements which is taken care by the placement cell.

Tally:- Simply learning accounts in B.Com has no value as on today, because they should learn along with that how to analyze the accounts. That indicates apart regular accounts, students are required to learn Tally.**Learning Tally has become order of the day**, because in every organization they do accounting system with one of the softwares. Earlier accounting means only recording the transactions, preparing final accounts, but now it is not only maintain the accounts it analyzing the accounts after the preparation of final accounts. By generating MIS report it helps the organization a lot in planning for the next year. In that direction learning Tally by B.Com students is very essential. So, our college has made compulsory for the final year B.com students to learn Tally course. It has been tied up with C cube training Centre. It is being conducted in five different batches; in each batch 35 students will be accommodated.

HR:- Human factor in the organizations is considered as 'Human Capital' of the organization. The human capital is not exhibited in the published accounts of corporate. But the economic value in terms of skills, intelligence and core competence of these human resources are the greatest assets of every enterprise. Therefore, human resources have impact beyond imagination on the performance of an organization. That is why it is considered as "Human Capital" having skills of economic value, which will go waste if not properly tapped. Considering the importance of human resources in the present day our college has introduced an **"ADD-ON COURSE in HRM" or HR Diploma- a Certificate Course** jointly with the Human Networking Academy a division of Jain Group of Institutions (JGI) and Manas Centre for Training and Development (P) Ltd, for the First year B.Com students to impart new skills and increase core competence in them so that they can meet the requirements of today's industry.

**E-banking:-** The Indian banking sector is slated to grow to the tune of 20% in the next 3 years. More than **70,000 jobs in PSU banks and 30,000 jobs in the private banking sector** are required to fuel this very growth. All this is great news for the youth who are looking for banking careers, as Banks will require a huge number of people with pre trained skills with an infectious positive attitude. In short - **a modern banking professional for the modern banking sector is the need of the hour**. In this direction the college has taken up an add on course on E Banking for our final year B.Com students. The syllabus has been framed along with Bank Staff i.e. Retired DGM, AGM from State Bank of India Staff training College. The persons who are handling the classes are also from banking field and staff training centers. 92 students have joined this add on course, it is being conducted in two batches i.e. on every Wednesday and Saturday after the class hours.

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**Tailoring :-**Tailoring classes twice a week are conducted for the interested students to know the art of tailoring as well as to become entrepreneurs in the field of fashion designing.

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

No such programmes are introduced



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

- Range of Core /Elective options offered by the University and those opted by the college
- Choice Based Credit System and range of subject options
- Courses offered in modular form
- Credit transfer and accumulation facility
- Lateral and vertical mobility within and across programmes and courses
- Enrichment courses

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

SL.NO	STREAM	SUBJECTS
1	ARTS	HISTORY, ECONOMICS, SOCIOLOGY, PSYCHOLOGY, OPTIONAL KANNADA
2	COMMERCE	COMPANY LAW, ACCOUNTING, BUSINESS MATHEMATICS, FINANCE
3	BBM	HRM FINANCE

Languages: Kannada, Sanskrit, Hindi, Telugu.

#### **Enrichment Courses**

- Self financed courses in Soft Skill Training Program and Language Development Program to cater to the current demand. These courses are conducted by Peoples Skill Organization for all the students during vacation.
- Coaching classes for CA: PE I foundation course 2005-06.

- **Tally:-** Simply learning accounts in B.Com has no value as on today, because they should learn along with that how to analyze the accounts. That indicates apart regular accounts, students are required to learn Tally.

**Learning Tally has become order of the day**, because in every organization they do accounting system with one of the softwares. Earlier accounting means only recording the transactions, preparing final accounts, but now it is not only to maintain the accounts it analyzing the accounts after the preparation of final accounts. By generating MIS report it helps the organization a lot in planning for the next year. In that direction learning Tally by B.Com students is very essential. So, our college has made compulsory for the final year B.com students to learn Tally course. It has been tied up with C cube training Centre. It is being conducted in five different batches; in each batch 35 students will be accommodated.

- **HR:-** Human factor in the organizations is considered as ‘Human Capital’ of the organization. The human capital is not exhibited in the published accounts of corporate. But the economic value in terms of skills, intelligence and core competence of these human resources are the greatest assets of every enterprise. Therefore, human resources have an a impact beyond imagination on the performance of an organization. That is why it is considered as “Human Capital” having skills of economic value, which will go waste if not properly tapped. Considering the importance of human resources in the present day our college has introduced an **“ADD-ON COURSE in HRM” or HR Diploma- a Certificate Course** jointly with the Human Networking Academy a division of Jain Group of Institutions (JGI) and Manas Centre for Training and Development (P) Ltd, for the First year B.Com students to impart new skills and increase core competence in them so that they can meet the requirements of today’s industry.
- **E-banking:-** The Indian banking sector is slated to grow to the tune of 20% in the next 3 years. More than **70,000 jobs in PSU banks and 30,000 jobs in the private banking sector** are required to fuel this very growth. All this is great news for the youth who are looking for banking careers, as Banks will require a huge number of people with pre trained skills with an infectious positive attitude. In short - **a modern banking professional for the modern banking sector is the need of the hour**. In this direction the college has taken up an add on course on E Banking for our final year B.Com students. The syllabus has been framed along with Bank Staff i.e. Retired DGM, AGM from State Bank of India Staff training College. The persons who are handling the classes are also from banking field and staff training centers. 92

students have joined this add on course, it is being conducted in two batches i.e. on every Wednesday and Saturday after the class hours.

- **Karate:-** As self defense has become the need of the hour , Karate classes twice in a week are introduced to know the skills of karate and to get trained in self defence.
- **Tailoring :-**Tailoring classes twice a week are conducted for the interested students to know the art of tailoring as well as to become entrepreneurs in the field of fashion designing.

**Lateral and vertical mobility within and across programmes and courses**

- Within the permitted time frame set by the University , the college permits the students to move from one discipline to another.
- There is no specific time limit set for the completion of the course. But as the revision of syllabus takes place once in five years, the students can try to complete the course within that period during first semester.

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

The institution offers self financed B.B.M course affiliated to Bangalore University.

Course	SUBJECTS	ELECTIVES
B.B.M	As prescribed by Bangalore University	Human Resource Management ,Finance

## LANGUAGES:

1. Kannada, English, Sanskrit, Hindi, Tamil, Telugu and urdu
2. English

Since it is affiliated to Bangalore university, the university norms are followed even with reference to the admission procedure of the self-financed program.

Sl.No	Students	Seats
1	General Merit	40%
2	Reservation	40%
3	Management Quota	20%

- Appointment of the faculty members is in accordance with the UGC norms. Teachers' minimum qualification is Post Graduation with 55% or M.Phil or SLET or NET or Ph.D.
- Salary is paid by the management.
- Bangalore University prescribed syllabi are taught.

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

- Self financed courses in Soft Skill Training Program and Language Development Program to cater to the current demand. These courses are conducted by Peoples Skill Organisation for all the students during vacation.
- Tally 2004-05, 2005-06 ,2011-12,2012-13
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- **Tailoring** :-Tailoring classes twice a week are conducted for the interested students to know the art of tailoring as well as to become entrepreneurs in the field of fashion designing.

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

No

### 1.3 Curriculum Enrichment

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

The syllabus copy of respective subject is distributed among the heads of the departments. A file of syllabus copy is also maintained with the librarian for the reference of the lecturers. 16 hours of class work is allotted for the permanent and full time temporary lecturers. Either 8 hours or less number of hours (on need base) is allotted for the part-time lecturers. The Heads of the departments convene departmental meetings and allot the syllabus among the subjects lecturers. 4 hours per week is allotted for each subject in the time-table. The lecturers plan their syllabus accordingly and complete the syllabus within the time limit. Special classes either beginning of the class hours or after the class hours are conducted to make-up the loss of classes due to holidays or college programmes . Internal assessment tests are conducted twice in a year. Tests are also conducted for the academic improvement of the students. Special coaching and remedial classes are conducted for slow learners on need base. Guest lectures are conducted by the respective departments to enhance the knowledge of the students . PowerPoint presentations are given by the teachers. For the better performance in exams, home assignments are made compulsory for the students.

Visually challenged students is provided with Audio cassettes based on the respective subjects. Text books are transcribed into Braille script. Extra care of the visually challenged student is taken to bring her to the main stream.

Specific examples:-

Remedial classes and extra coaching is given to the students by the department. Guest lectures are conducted by the subject expert.

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

The institution offers academic programs in Arts, Commerce and Management subjects. The academic programs are made available to the women students who come from socio-economically less privileged background at an affordable fee structure. The self financed BBM wing admits both boys and girls.

The academic programs like preparing textbooks, framing syllabus, conducting examination all come under the control of the University and the institution is affiliated to the Bangalore University. The following lecturers are the members of Board of Studies and contribute constructively in framing the syllabus.

Sl.no	Year	Name of the Lecturer	Board of Studies/ Board of Examinations	Subject/Course
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	2011-12	Dr. M.G. Namitha	Chair person	B.A,B.Com,BBM,B.Sc,
	2012-13	Dr. M.G. Namitha	Chief	BCA,BHM
2.	2011-12	Prof.C.N.Nagamani	Member	Kannada B.A,B.Com,BBM,B.SC, BCA,BHM

3.	2012-13	Dr.T.S.Mallika	Member	B.A
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8	2004-05 2009-10	Prof.Satish Mahishi	Member	Commerce and Management B.B.M B.Com
9	2006-07	Dr.S.V.Surya Rekha	Member	psychology B.A
10	2008-10 2010-11 2011-12	Prof. Rajalakshmi.S	Chairperson	English B.A/B.Com/B.B.M/B.Sc.,
11	2012-13	Prof.S.Chandrankantha	Member	Kannada B.A,B.Com,BBM,B.Sc,BH M



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

**Environmental Education:**

As the institution is affiliated to the Bangalore University, the examinations and syllabi are prescribed by the University to strengthen the environment awareness among the students. Bangalore University has introduced Environmental Science as a mandatory subject to the fourth semester BA/B.Com/BBM students. Guest lectures on the importance of natural food and use of natural products are organized during orientation programs. Guest lectures by eminent teachers are organized to stimulate eco-friendly attitude among students. The NSS camps conducted by the NSS unit also intend in making students eco – friendly.

**ICT:**

Pacing up with the IT, the institution provides and encourages students for increased access to the internet. This contributes to student’s academic performance as an easy access to reference material. To cope with emerging trends in IT the faculty members were given courses on basics of computer to make the students computer literates.

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

- moral and ethical values
- employable and life skills
- better career options
- community orientation

**Moral and ethical values:**

The institution provides students, a platform with an opportunity of adequate exposure to value oriented education. The emphasis is on education for ‘life’ and not just for ‘living’-

1. The freshers of Arts, Commerce and Management have to attend an Orientation program 'Sadguna Sadhane'. Eminent speakers are invited to enlighten the students on the core values of life.
2. 'Hanathe' is another personality development program conducted by VivekaHamsa.
3. Students also participate in Students Retreat programme organized by Ramakrishna Ashram every year
4. The visits of students to the Orphanage, Old age homes provide an exposure to the practical aspects of life.
5. NSS unit contributes in inculcating values in our students by involving them in social services like blood donations, fund raising for national calamities etc.,

### **Employable and life skills:**

- Self financed courses in Soft Skill Training Program and Language Development Program are conducted to cater to the current demand. These courses are conducted by Peoples Skill Organisation for all the students during vacation.
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**Better career options:**

One of the objectives of the institution is women empowerment through holistic development. Hence during the final year of the graduation, the placement cell takes the responsibility of exposing the students to job opportunities through campus selection. The placement department of V.V.N college helps students in placement.

**Community orientation:**

Instilling social responsibility is one of the objectives of the institution, which is done through several extension programs like NSS and Counseling cell. Inculcating service mindedness through the activities such as blood donation, fund raising for natural calamities. The NSS unit also gives practical exposure of the society to the students through NSS camps. The students visit orphanages, hospitals and old age homes to extend their donations in the form of fruits, clothes essentials such as soap, combs, towels etc.,

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

The lectures provide inputs whenever a new round of curriculum is introduced by participating in Board of exams, workshops, meetings etc.,

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

By the ratio of students placed through placement cell and during Alumni meet by interacting with old students.

## 1.4 Feedback System

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

The institution offers academic programs in Arts, Commerce and Management subjects. The academic programs are made available to the women students

who come from socio-economically less privileged background at an affordable fee structure. The self financed BBM wing admits both boys and girls.

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3.	2005-06	Dr. Sathyapal Sharma	Restructuring B.Com syllabus	B.Com B.B.M
4.	2006-07	Dr.S.V.Surya Rekha	Member	Psychology B.A
5.	2009-12	Prof. Rajalakshmi.S	Member	English B.A/B.Com/B.B.M/B.Sc.,

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

No formal mechanism to obtain feedback from students and stakeholders on curriculum. The informal feedback obtained is put across to the university by the lecturers during workshops and meetings held in connection with exams and curriculum .

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

The following add on courses and new programmes are introduced during the last four years

- Tally
- HR
- E-banking
- Karate
- Tailoring

Language Development Program, Soft Skill Programme, Outreach Programme, Programme on Sadbhavana , Programmes on road safety measures, Health and Hygiene, Department Programmes etc.,

Add-on courses were introduced in order to equip the students with the need of present demand and necessity.

The above programmes are introduced to enable the students with additional knowledge.

## CRITERION II: TEACHING-LEARNING AND EVALUATION

### 2.1 Student Enrolment and Profile

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

The admission to the College confirms to the Government requirements, since it is an aided institution. Seats are filled in accordance to the Government guidelines for reservation. The admission policy wherever possible tries to consider meritorious students and students from economically weaker sections of the society.

#### **Publicity**

- The institution ensures publicity to the admission through prospectus , Institutional website and regional newspapers, hand bills which provide the required information and eligibility criteria of the candidates who seek admission.

#### a. Prospectus :

Responding to the advertisements in the newspapers, the students who come to seek admission are given the prospectus along with application form.

The prospectus gives information regarding

1. Vision and Mission of the college
2. Names of the trustees.
3. The inception of the college
4. Activities conducted in the college.
5. Course options.
6. Core options.
7. Language options.
8. Admission Procedure
9. Rules and Regulations.

10. Names of the Faculty Members.
11. Names of the Office Staff.
12. Names of the sister Institutions of VVN

b. Institutional Website:

Institutional website [www.vvndegreecollege.org](http://www.vvndegreecollege.org) has all the information regarding the VISION and MISSION of the college. All the details of the courses offered under various streams, rules and regulations of admissions, fee structure, the details of faculty, admission process, fee concession and scholarships are made known to the admission seekers through the college website. The website is upgraded regularly.

c. Advertisement

After the results of II PUC / +2 examinations are declared, advertisements regarding admissions at VVN Degree College appear in the leading news papers like Deccan Herald , Bangalore Mirror, Times of India , Vijaya Karnataka , Prajavani, Kannadaprabha etc., providing the required information and eligibility criteria of the candidates who seek admission.

d. Other means of Publicity :

1. A colorful banner with college logo stating “Admissions are open” is displayed at the entrance of the institution during admission process.
2. The details pertaining to the admission process are displayed on the college Notice Board with a specific mention of the last date for the submission of the duly filled in application form.
3. The institution also ensures publicity informally through alumni members , the present students and our patrons.
4. Advertisement is also given in schools9.com website.
5. Handbills are supplied during the last day of II PU examination to the near by colleges.



6. Handbills are supplied along with newspapers to the surrounding areas of the college on the day of II PU exam results.

The college ensures complete transparency in admission procedure.

- The application forms are issued to all the admission seekers till the last date for applying.
- Pre-constituted admission committee co-ordinates the formalities of the procedures of admission .
- The merit of the students and socio-economic background of the students are considered while preparing the list of selected candidates.
- The list is then displayed on the College notice board.
- The selected students along with required documents will meet the Principal and are admitted to the concerned stream.
- The students desirous of claiming admission under special categories like Sports, Physically challenged, Economically backward etc., are suggested to submit a copy of the application with necessary documents along with the application form.
- All cash transactions are through DD and day to day account is scrutinized by the finance department of the institution.
- There is transparency in collection of fees and maintaining of records under the supervision of administrative superintendent.
- A list of selected names of students is displayed on the notice board.
- Last dates for admission are made known to the applicants through the notice board.
- Depending on the availability of seats, further admissions are made until the last date according to the seat matrix.

- II PU supplementary students are also given an opportunity to pursue their education.

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

At the end of the academic year, a committee is formed by the Principal in consultation with the senior faculty members to look into the smooth run of admission process. The committee members will be present during the admission process. They shoulder the responsibility of counseling the students, parents and guiding them to choose the suitable courses .

The admission is based on merit, where consideration is given for the marks and the socio-economic background of the candidate. Additional skills and other extracurricular achievements of the students are also considered. Special emphasis is given to facilitate admission of students who are physically challenged and economically disadvantaged. Admission committee is formed for different streams like Arts, Commerce and Management. Help desk is set up during admission process to assist the students regarding course options and other details.

**General:**

- Admission committee for B.A, B.Com, and B.B.M is formed under the supervision of Principal. The committee sees to the smooth run of admission process. .
- Help desk is set up at the entrance of the institution to direct and give information about the course options and other details.
- The application form is provided for the candidates which seeks the information about student's name, parent / guardian's name, marks of

qualifying examination with percentage, category, name of the previous institution and other details.

- The members of alumni association and our present students motivate the fresher's to select the suitable combination.
- Selection process for admission begins under the supervision of the admission committee which scrutinizes the duly filled application form of the prospective candidates
- Keeping the eligibility criteria prescribed by University of Bangalore and Reservation policy of the Government of Karnataka as the benchmark and the institutions mission the committee selects the suitable candidates.
- On the basis of merit and Reservation policy, the first list is announced on the Notice Board.

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

Admission is done on first serve base. As the mission of the college is to empower girl students with the best value based education at an affordable cost, all the aspiring girl students approached are encouraged to join the institution.

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

Yes. There is improvement in the academic pursuit of the students. This has helped in giving better teaching and other facilities for the students for their

holistic development.

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

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

**SC/ST and OBC :**

Equity is maintained as per the guidelines of Bangalore University. The following measures are taken to promote equity in the above mentioned categories. As a social concern and to meet the needs of the society, the management helps the economically weaker section students to get the benefit of education as a lifelong learning and to get employment opportunities to become self dependent. SC/ST students are provided with benefit of scholarships from the Social Welfare Board. The students with weak economic background are facilitated to pay the fees through installments.

Wherever the merit of students from SC/ST is higher when compared to general merit students, the names of such students are announced in general merit list so that more students from disadvantaged sections would get more access to education. Thus wherever possible equity is maintained in every sphere of admission process.

**Women:**

Except for B.B.M stream, the institution has only women students on its roll as the college intends to educate and empower women students by providing education at an affordable cost. The B.B.M course which is self-financed is open for both girls and boys.

### **Differently-abled**

Women students with Visual impairment and Physically challenged have sought admission in the institution as it is a Women's College. They are given admission with extra facilities such as lift facility, providing a scribe during exams, books transcribed into Braille, CD's, special prize for their academic performance etc.,

### **Economically-weaker sections:**

Students from low income categories are given admission to pay the fees in installment to encourage them to continue higher studies. The institution also takes interest in getting philanthropist to sponsor the education of economically weaker students.

**Sports Personnel:** Students who claim admission under sports category are required to submit the needed documents to prove their claims. Such students are interviewed by the Principal and are admitted to the needed streams based on their interest and ability. The physical director would give extra coaching for the students after the class hours. Sports uniform, shoes are provided for the students who represent the college and take part in intercollegiate/university/state/national level competitions.

**Any Other:** 20% of the seats are set aside for the management to decide upon the admission of students. Students who are economically backward get an opportunity for the admission.

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

<b>Sl.No</b>	<b>Years</b>	<b>Course</b>	<b>Total No.of.Applications issued</b>	<b>Total No.of.Admission</b>
<b>1</b>	<b>2005-06</b>	<b>B.Com</b>	<b>275</b>	<b>200</b>
		<b>B.A</b>	<b>75</b>	<b>58</b>
		<b>B.B.M</b>	<b>50</b>	<b>30</b>
<b>2</b>	<b>2006-07</b>	<b>B.Com</b>	<b>270</b>	<b>210</b>
		<b>B.A</b>	<b>100</b>	<b>72</b>
		<b>B.B.M</b>	<b>75</b>	<b>46</b>
<b>3</b>	<b>2007-08</b>	<b>B.Com</b>	<b>280</b>	<b>212</b>
		<b>B.A</b>	<b>80</b>	<b>65</b>
		<b>B.B.M</b>	<b>50</b>	<b>29</b>
<b>4</b>	<b>2008-09</b>	<b>B.Com</b>	<b>270</b>	<b>195</b>
		<b>B.A</b>	<b>70</b>	<b>42</b>
		<b>B.B.M</b>	<b>50</b>	<b>24</b>
<b>5</b>	<b>2009-10</b>	<b>B.Com</b>	<b>270</b>	<b>188</b>
		<b>B.A</b>	<b>50</b>	<b>24</b>
		<b>B.B.M</b>	<b>50</b>	<b>18</b>
<b>6</b>	<b>2010-11</b>	<b>B.Com</b>	<b>300</b>	<b>237</b>
		<b>B.A</b>	<b>50</b>	<b>24</b>
		<b>B.B.M</b>		
<b>7</b>	<b>2011-12</b>	<b>B.Com</b>	<b>280</b>	<b>220</b>
<b>8</b>	<b>2012-13</b>	<b>B.Com</b>	<b>270</b>	<b>208</b>

- As the mission of the college is to impart education at an affordable fees to women students who are socially and economically under privileged, the institution keeps its admissions open to all women students to encourage them for higher studies.
- A thorough counseling at the help desk before admission and during the admission is provided to the candidates in selection of the courses.
- A brief insight into the course content is given to the students in the classrooms by the concerned subject teachers to enable them to cope with the program to which they are enrolled.
- There is also a provision for the students to change their electives within the given time by the University even after the admission process is completed.

It is noticed that there is more admission for B.Com course than Arts course. The increase of admissions for the B.Com course is due to the demand in the employment market. Hence the management has increased a section to facilitate more students to join B.Com course. Now we have three sections for B.Com. As admissions for B.A as decreased, the management has stopped the admissions for B.A course from 2010. The closure of B.A is also due to the partial demolish of the building having resulted in loss of six classrooms due to construction of Metro.

## **2.2 Catering to Diverse Needs of Students**

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

- Special consideration is shown for the differently abled students by providing lift facility and making them sit on the first bench in the class room.
- The class teacher takes extra care in enquiring about the student's progress in the studies, updating of notes etc.,
- Extra coaching is provided during leisure hour or after class hours if needed.

- Students with visual impairment are provided scribe assistance for writing university exams under the norms of Bangalore University and also Braille books, CD's and audio cassettes.
- Special benefits provided by the NGO's(Matru Chaya, Mitra Jyothi , Sahana Charitable Trust) are extended to the differently abled students.
- Peer groups are advised to help the differently abled students to make learning –a pleasure.

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

No. Assessment of the students knowledge and skills before the commencement of the program is not done.

As the mission of the college is to impart education at an affordable fees to women students who are socially and economically under privileged, the institution keeps its admissions open to all women students to encourage them for higher studies.

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

- Personality Development Program (PDP)and Language Development Programs (LDP) are provided by the management, during the course. The trainers for such programmes are outsourced by the management. These courses help the students to improve their abilities in general English communication skills, facing the interviews etc..,
- An Orientation Programme for the freshers is organized during the commencement of first semester.
- Remedial classes are conducted under the UGC merged scheme.
- Add-on course: Tally, HR, E-banking, Karate, Tailoring are conducted,



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

The institution started with a vision of empowering women through education. Hence all the activities are organized keeping the women students in mind. Jagruthi - Women's cell has taken up the task of sensitizing students on gender related issues. It celebrates Women's Day, organizes lectures by eminent personalities on Women Right, and Legal Rights. It also conducts programs where students have an opportunity to discuss their problems with the experts, for instance programs such as 'A talk with a gynecologist', Health and Hygiene etc.,

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

- Advanced learners are encouraged to submit seminar papers
- Internet facility in the lab is provided

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

During the admission process, the students who plan to drop out are contacted and motivated to continue the course. Extra support such as fees, special coaching etc are provided. The Institution takes interest in getting philanthropists to support economically less privileged students.

### 2.3 Teaching-Learning Process

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

### **Academic Calendar:-**

The Principal forms a committee along with the Students Welfare Officer and Sports Secretary to chalk out a calendar of events. The calendar of events is planned to facilitate and execute the programs to the convenience and maximum benefit of the students.

- The Academic calendar of events is chalked out on yearly basis.
- Allotment of portfolios to the staff members, in-charge of various committees and clubs is done in the beginning of the year. Dates for extra-curricular activities like the Annual Sports Meet, College Day, Fests, Competitions, Inter-collegiate tournaments and others are chalked out.
- Dates for the announcement of shortage of attendance and Internal-Assessment and evaluation of test papers are worked out.

### **Teaching Plan:-**

- As the intake of the students is not based on merit alone, each class is a heterogeneous group of both advanced and weak students.
- The teacher plans the lessons thoroughly to reach out both the weak students and the advanced learners.
- The teachers have complete freedom to use their own teaching methodology in their respective classes.
- The Heads of Department distribute the syllabus and discuss the systematic completion of portion.
- The modern technological gadgets such as OHP, Laptop etc. are provided by the institution to make teaching effective.

- Special classes are conducted for completion of syllabus in case of unexpected holidays.
- Based on the comprehending capability of the students, the teachers decide upon the pedagogical skills to be used.
- The students response in the class and in the internal test is a parameter for the teachers to take corrective actions in teaching.

### **Evaluation:-**

- The evaluation procedures are made known to the students by giving the pattern of question papers, distribution of marks and scheme of evaluation.
- The students are given a clear understanding of the division of marks in calculating the internal assessment based on their attendance, class tests, preparatory exams and assignments.
- Report of the failed students is given to the parents in person during Parent-Teachers' meetings for further evaluation and corrective measures.
- The class teacher discuss the performance of the students with the parents wherever required.
- Academic progress of each student is monitored by the respective class teachers on the basis of performance in the internal tests and exams.
- The Class teachers meet the parents of students who are irregular and whose performance is unsatisfactory in the internal tests and examination.
- Attendance shortage of the students is displayed on the notice board and parents are informed of the same through SMS.
- All teachers informally give feedback to students on an individual basis regarding their performance in the exams and tests conducted throughout the year and provide suggestions for improvement.

- The evaluation of the academic performance is also discussed by the teachers in the respective class.
- Measures to improve the performance of the students and making the classroom as a center of learning activities, are given at most importance by the teachers.

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

The Internal Quality Assurance Cell (IQAC) is established to provide qualitative progress in both academic and non-academic spheres. The responsibility of planning, coordinating and communicating all aspects that influence overall improvement is shouldered by IQAC. The objective of IQAC is to impart holistic education for the physical, intellectual, , social, moral and spiritual development of the student. The IQAC plays a vital role in coordinating and implementing the developmental activities for both students and teachers. The quality of the students performance is measured by their performance in tests, exams, participation in curricular and extra-curricular activities and their attendance. The students are encouraged to participate in various competitions and activities conducted by the Students' Union and other associations and clubs. Self appraisal reports and students' feedback reports help in improving the teacher's performance. There are various measures introduced in the institution to monitor discipline and punctuality of the staff.

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

In all the courses 'Learning' is made student centric.

- The departments have adopted participatory learning activities such as History forum 'Voice', group discussions, quiz competitions, Academic tests and Guest lectures.
- The students take the initiative in organizing and compeering the programs.

- Subject Charts are used by the History students during the class hours.
- The motto of each teacher is to make the subject easy to understand .
- Assignments, collage competition, paper presentation, group discussion are conducted for the students on interesting topics and are encouraged to participate actively.
- The students are motivated to participate in various club activities. Each club is monitored by a teacher in charge.
- In order to develop the life skills various club activities like value education, yoga, earn while you learn, women cell are formed .
- In order to develop the knowledge and skills, various competitions like debates, essay writing and verse writing are organized by Students' Union.
- The students are motivated to participate in various competitions conducted by University/College/Organizations.
- Personality development programs are organized to meet the emerging new challenges in the society.
- Resource persons and subject experts are invited to provide an interaction with the students.

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

As mentioned in the above answer for the question number 2.3.5

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

The teachers enlighten and enhance the knowledge of the students by downloading information from the internet and displaying it in the classroom on the screen. Facilities such as NPTEL and NME-ICT are not availed.

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

- The faculty members keep pace with the recent trends in their respective subjects by updating their knowledge by subscribing and reading the latest books/ journals published.
- Teachers suggest the subscription of reputed journals concerned to their subjects to the library.
- The faculty members attend Orientation courses, Refresher courses and various colleges /State/National/UGC sponsored seminars and workshops
- The students are advised to read the books, journals, publications provided by the library to enrich their knowledge.
- In the preparation of assignments, students are suggested to make use of the latest information available on the internet and keep pace with the recent developments in their subjects.

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

**Academic Counseling:**

Academic counseling is given to the students by all the subject teachers and Class Teachers. The Class Teachers interact with the students either in groups or individually to know their problems. The poor performance, inattentiveness in the class and irregularity of the students make the subject teachers interact with the students individually and help her to solve her weakness. The Teachers show personal interest in assisting the students who have academic problems by conducting remedial classes. The students are at liberty to meet their teachers during leisure time to solve their academic problems as well as personal problems.

**Personal Counseling:**

The students who lack confidence or lack inter personal relationship skills, students who have learning problems and health problems are provided with the services of Counseling cell. Dr. Suryarekha , Head of the Department of Psychology and a

trained counselor Dr.Lakshmidevi, HOD of History help the students to face the challenges in life. Apart from the counseling cell, all the teachers help the students in tackling their academic as well as personal problems. Informal counseling is also provided by the teachers as there exists a good rapport between the teachers and the students.

The details of service provided by the counseling cell during the academic year 2009-10 include both the academic and personal problems of the students are listed below.

Anxiety	Academic Problem	Stress/ depression	Lackof understanding between family members.	Suicidal tendencies.	Psycho-Social	Differently challenged
10	25	10	04	02	05	01

The college has the provision for mentoring of students in the ratio of 1:40. Counseling will be done for the needy students by the respective mentors from time to time to increase their confidence level and meet their parents in case of need. Counseling by the trained counselors in the institution Dr. Suryarekha, Head of the Department of Psychology and Dr.S.A.Lakshmidevi , Head of the Department of History, boost the confidence level of the students.

Name of the Counsellor	Department	Trained under
Dr.S.V.Suryarekha	Psychology	NIMHANS
Dr.S.A.Lakshmidevi	History	Bangalore University

Counseling cell has also taken the responsibility of assisting weaker students in various matters. This practice helps the weak students and problematic students to overcome their weakness. The psychological problems are tackled in a methodical, scientific manner.

**The Career Guidance-Placement Cell** : This cell is proactive in guiding and providing job opportunities for the students. The placement cell of the institution functions efficiently under the convenorship of the Vice-Principal Prof. Sreekanteshwara.K.S , Senior faculty member of the Department of Commerce. The cell creates an awareness among the students regarding the job opportunities and the current requirements of the job market. The cell also enlightens the students about facing the interviews and campus recruitments.

The following chart shows the Placement services provided

Particulars	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
No.of. Companies	DSL Software	Trans Works Ltd.,	Trans works	IBM	Tycoo	IBM	Infosys	Career Net
No.of.students placed.	2	9	7	2	4	6	17	4
No.of.Companies		Cross Domain	IBM	24/7	Due to Recession campus selection was not conducted.	People Pro	Global Fides	Job Corp
No.of.students placed.		4	8	1		4	12	5
No.of.Companies		Career Plan	Deutsche Bank	Cambridge Solutions				Knea Company
No.of.students placed.		4	31	4				2
No.of.Companies		Techno Acquisition (INC) (Unit of HSBC)	Air Tel services	J.B.Morgan				TCS
No.of.stud		44	14	1				2



ents placed.								
No.of.Companies				Infosys				Greet Technology
No.of.students placed.				20				2
No.of.Companies				E & Y				
No.of.students placed.				2				
<b>Total</b>	<b>2</b>	<b>61</b>	<b>60</b>	<b>30</b>	<b>4</b>	<b>10</b>	<b>29</b>	<b>15</b>

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

- Most of the teachers follow lecture methods and interactive method in teaching learning process.
- The teaching methodology is learner focused and is participatory in approach.
- Classroom presentations, debates, audio-visuals are also used to educate students.
- In order to enhance the quality of academic input, the faculty members arrange Guest Lectures based on the topics of interest for students which are relevant to the curriculum.

- The college extends invitations to prominent people in the Industry, distinguished alumni, outstanding academicians to deliver guest lectures to students in the classroom or at important functions organised by the college.
- The Teaching – Learning Process tries to encourage self-study through extensive use of learning resources available in the Library and the Internet.
- The process emphasises self-management of knowledge and skill development.
- Group presentations by students encourage healthy inter-personal interaction, foster good teamwork and develop leadership qualities.
- The College encourages students to make good use of the library facilities.
- Students are guided to prepare their own study material for study through library reference .
- Teachers share information about various reference books particularly those relevant for self-development.
- In addition, certain topics not included in the syllabus, but relevant to the subject are taken up for discussion.
- The Language Departments deploy voice modulation, role enacting in addition to lecture method of teaching.
- Authors of the lessons prescribed for the students are invited and an opportunity is provided for the students to interact with the author.
- Lecture method is supplemented by the use of audio visual aids like OHP, Video Cassettes, LCD's and live demonstration of experiments in the classrooms and in the computer labs.
- Periodical assignments are given to reinforce the learning process.
- Internet facilities are available in Computer Science and Psychology labs.

- To have first hand experience in the respective subjects and to get adequate exposure to the recent changes and trends in the fields, the students are taken to industrial visits and educational tours.

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

The College has a well established central library which has a comprehensive collection of books and journals catering to the specific requirements of the departments as well as to meet the general reading requirement of the staff and students. Students are guided to prepare their own study material through library reference books. Teachers share information about various reference books particularly those relevant for self-development . The Library committee and the staff members take a lot of initiative to motivate students to use the library . Space constraint is a hindrance for maintaining the department libraries.

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

No. On need base special classes by respective subject teachers are conducted before or after the class hours , on Sundays and government holidays.

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

The teachers make those students who are not making sufficient progress and are constantly under-performing, submit written assignments. After the completion of internal test, parent-teachers meeting will be held and marks cards are distributed to the students accompanied by their parents.

### 2.4 Teacher Quality

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

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
<b>Permanent teachers</b>							
D.Sc./D.Litt.							
Ph.D.			2	3			05
M.Phil.			1		1	1	03
PG			2	6			08
<b>Temporary teachers</b>							
Ph.D.							
M.Phil.						1	01
PG						4	04
<b>Part-time teachers</b>							
Ph.D.							
M.Phil.							
PG						2	02

Teacher development has always been an important priority for the college.

- The teaching staff participate in UGC sponsored refresher/ orientation programmes, National conferences and seminars.
- The Management also organizes Faculty Development Programs to enhance academic competency and team spirit among the faculty.

- The staff members who have registered for Ph.D are encouraged to avail FIP (Faculty Improvement Programme). Professor Namitha M.G. from Sanskrit Department had availed FIP during the year 2006 ( Nov 2004 to Oct 2006).
- The management encourages the faculty members to attend seminars, workshops and conference at State/National/International level by reimbursing the registration fees and providing conveyance expenses.
- The institution's vehicle is also provided whenever necessary for the lecturers to go on official duty.
- Courier services at low cost is provided by the management to encourage the academic activities of the faculty members.
- Teachers are motivated to take up the responsibility of conducting seminars and workshops on different themes and topics, which catalyses their intellectual growth and development.
- Many teachers have presented papers on different topics in seminars/conferences at State and National levels and also served as resource persons for which the college has extended their full support financially as well as morally to attend such conferences.

Sl.No	Name of the Lecturers	Seminar attended
1	Prof.M.G.Namitha	Participated in NAAC Sponsored in Quality Susteance & Enhancement of Higher Education through IQAC, Conducted by BMS College for women, Bangalore
2	Prof.K.S.Sreekanteswara	Attended National level workshop on "Role Of IQAC Implementing New methodology of Assessment Accreditation" on 9 <sup>th</sup> ,10 <sup>th</sup> January 2009 at Kukleshri, Subbrahmaya

		sponsored by NAAC.
3	Prof.G.V.Geetha	Attended the state level seminar on Progressive Resolution in Business Education a review organised by Department of Commerce and Management at BSVP Arts & Commerce College for Women
4	Prof.Nagamani	Attended a HRD & TQM Sponsored Programme on “Effective Teaching Methods” at Government Arts College.
		One day Seminar on “Teaching Skills for 3 <sup>rd</sup> and 4th Sem Kannada Language” at Bishop Cotton Women’s Christian College.
		One day Seminar on “Teaching Skills of Poetics in Optional Kannada” at National College.
5	Dr.T.S..Mallika	<ul style="list-style-type: none"> <li>• Attended UGC sponsored orientation course on I &amp; II semester degree syllabus in sociology on 9<sup>th</sup> &amp; 10<sup>th</sup> of July 2004 at National College, Jayanagar.</li> <li>• Orientation programme on III semester Degree syllabus on Sociology on 8<sup>th</sup> &amp; 9<sup>th</sup> July 2005 in Government Arts College.</li> <li>• Attended UGC sponsored two day National workshop on “Sociology in undergraduate classroom problems and prospects” on 26<sup>th</sup> &amp; 27<sup>th</sup> August 2007 at Christ College.</li> <li>• Attended National Seminar on “Strategies for Women’s development in 21<sup>st</sup> century” on 3<sup>rd</sup> &amp; 5<sup>th</sup> 2005 at Bangalore University.</li> <li>• Attended an orientation programme on “IV semester Degree syllabus in Sociology” on 10<sup>th</sup>, 11<sup>th</sup> &amp; 12<sup>th</sup> August 2006 at National College, Jayanagar.</li> <li>• Attended a State Level Seminar on “Crime Against Women in the 21<sup>st</sup> century” on 23<sup>rd</sup> &amp; 24<sup>th</sup> March 2009</li> </ul>

		<p>organized by the department of Sociology, Government Arts College, Bangalore.</p> <ul style="list-style-type: none"> <li>• Attended Faculty Development Programme on “Quality in Higher Education through Best Practices” on 10<sup>th</sup> October 2009.</li> <li>• Attended Faculty Development Programme on “Enhancing Excellence” on 23<sup>rd</sup> January 2010 at V.V.N Degree college, organized by VIMAS, Bangalore.</li> <li>• One day orientation on moral aspects of education, teaching methodology and an interactive session on team work and leadership qualities at RIMSE, Mysore organized V.V.N Degree college.</li> </ul>
6	Prof.Sandya Suri	U.G.C sponsored National Seminar on “Integrating Environmental Sustainability with Economic Development” organised by Maharani’s Arts College,Bangalore.
		National Seminar on “Biological Sciences” their impact on Global Environment at SJR college,
		National Seminar on “Indo-U.S Nuclear Deal,”organised by Karnataka Reddy Jana Sangha.
		State Level Seminar on “Teaching & Evaluation of Economics” organised by National College
		UGC Sponsored National Seminar on “Integrating Environmentl Sustainability with Economic Development
7	Prof.S.Rajalakshmi	<ul style="list-style-type: none"> <li>• UGC Sponsored State Level Seminar on I and II Semester English Syllabus for BA, BSc, BCom Courses of Bangalore University at The National College, Basavangudi, on 23<sup>rd</sup> &amp; 24<sup>th</sup> of July 2004.</li> <li>• Attended a Two-Day National Seminar at RBANMS First Grade College, on 11<sup>th</sup> &amp; 12<sup>th</sup> September 2006, on “Who owns English – the native speaker minority or the non-native speaker majority!”</li> </ul>

		<ul style="list-style-type: none"> <li>• International Conference organized at the University of Pondicherry by the Department of English on 21<sup>st</sup>, 22<sup>nd</sup> &amp; 23<sup>rd</sup> of September 2006.</li> <li>• Attended a Half-day workshop for English teachers at the Academy for creative teaching, on 26<sup>th</sup> September 2006.</li> <li>• Attended a one-day seminar on 28<sup>th</sup> March 2007, at Basaveshwara College on “Bangalore University General English Undergraduate Syllabus for Semester Sytem – an approach”.</li> <li>• Attended a UGC sponsored seminar for Language teachers on 18<sup>th</sup> March 2008, at The National College, Jayanagar, Bangalore.</li> <li>• Attended a National Level Seminar organized by Seshadripuram College on “New trends in criticism” on 8<sup>th</sup> &amp; 9<sup>th</sup> November 2008.</li> <li>• Attended a One – Day UGC sponsored National Seminar at KLE Society on “Language- Literature Pedagogy: Problems and Perspectives” on 15<sup>th</sup> April 2009.</li> <li>• On 6<sup>th</sup> October 2009, attended a UGC sponsored National Seminar at KLE Society on “Doris Lessing – Feminist Ideology and Gender Consciousness”.</li> <li>• Attended the inauguration of Women’ s Cell at Vivekananda College, Rajaji Nagar, Bangalore in 2009.</li> <li>• Attended a National Seminar on 23<sup>rd</sup> and 24<sup>th</sup> July 2009, at Smt.VHD Central Institute of Home Science, Bangalore on “Role of Home Science education and interdisciplinary subjects towards promoting health for all”.</li> </ul>
8	Prof.S.Chandrakant	Seminar on “Teaching Methodology of the New Text” at



	ha	Government Arts College.
		State level Semianr organised by Dayanda Sagar Arts, Science and Commerce College
		U.G.C sponsored National Seminar on “Strategic Value Creation in Higher Education” at M.L.A college
9	Prof.S.V.Suryarekha	<p>Has Presented a paper on “Women – the silent victims of ambient abuse” at a conference on Women’s Issues held at Christ University.</p> <p>Has published a paper on “Women – the silent victims of ambient abuse” in “Artha”, a Journal of Psychology published by Christ College.</p> <p>Presented a paper at the International Conference of Psychologists organized by NIMHANS, on “Gender differences in the experience of Ambient Abuse”</p> <p>Presented a paper on the “Effect of Intervention on Working Memory” at the international conference of Indian Psychologists at Guwahathi in December 2008.</p>
10	Dr..S.A.Lakshmidevi	Special lecturer on source for the study of Indian History
		Concept of social justice in the context of LPG
		The Disintegration of U.S.S.R
		Tourism Planning & Policy
		UNO-Accomplishments & Failures
		VOTO & WTO structures & Functions
		World Heritage sites
11	Prof.S.S.Balaji	<p>UGC Sponsored Seminar attended</p> <ul style="list-style-type: none"> <li>• 30<sup>th</sup> and 31<sup>st</sup> July 2004 conducted by National college, Jayanagar , Banglaore.</li> <li>• 25<sup>th</sup> and 26<sup>th</sup> August 2004 conducted by Maharani Arts College, Bangalore.</li> </ul>

12	Dr..Muralidhara H.N	14.01.2004	A lecture on the life and message of Swami Vivekananda	The National Jayanagar,
		06.03.2004	Spoke on the Philosophy of Swami Vivekananda as a part of 'Vishva Spandana Utsava' – a literary cultural festival	Bhagavan M College, V.N Bangalore.
		11.04.2004	A discourse on 'The message of mystics' at the annual celebrations	Sri Bhavata Vijayanagar
		09.05.2004	Spoke at the inauguration of the exhibition panel 'Sri Ma Darshan'	Sri Ramakrishna Mysore.
		09.10.2004	A discourse at the inaugural ceremony of Sri Ramakrishna spiritual centre	Doddaballapur North District
		07.01.2005	Presentations on 'Putinas' thoughts on poetics at the centenary memorial symposium	SSMRV College Bangalore
		08.01.2005	Address to the students on the philosophy of education at the special camp	Ramakrishna Girinagar, Bangalore
		30.01.2005	Special lecture on Haridasa literature to the Degree Students	HPPC Government College, Chitradurga
		06.02.2005	Discourse on the life and message of Sri Ramakrishna at the annual celebrations.	Ramakrishna Shakti Kendra Bangalore.
		09.02.2005 & 10.02.2005	A presentation at the workshop to revise the Kannada syllabus of PU course	SSMRV PU Jayanagar,
		19.02.2005	A special lecture on the life and message of Holy Mother Sri Sharada Devi at the annual conference	Ramakrishna Ashrama, D
		10.04.2005	A lecture on 'Swami Vivekananda an Music, at the annual celebrations	Sangita Kru organization promotion of Tyagarajana

		07.10.2005	Presentation on 'Comparative Analysis of Sharana and Dasa literatures' at the State Level symposium	BHS First G Jayanagar,
		04.12.2005	A lecture on 'The Contribution of Prof.S.K.Ramachandra Rao to the research on Haridasa literature at the symposium	The Indian I Culture, Bas Bangalore.
		31.12.2005	A special address at the centenary celebrations	Ramakrishn Basavanagn
		25.01.2006	An Endowment lecture on 'The poetic expression of Kumara Vyasa	Gandhi Sah Malleshwar
		23.02.2006	Release of doctoral thesis in the book from 'Well known scholars and critics participated	VVN Degree Bangalore
		30.04.2006	T.N.Sreekantaiah Centenary symposium spoke on 'The Bharatiya Kavya Mimamse' of TNS	Mythic Soci
		13.08.2006	Talk on 'The Educational ideas of Swami Vivekananda' at the retreat for the college teachers	Ramakrishn Basavanagn
		20.08.2006	A lecture on 'The portrayal of the character of Sri Krishna in Kannada literature'	Ramakrishn Ashrama, K Hubli.
		31.12.2006	Lecture on 'The Vachanas of Akkamahadevi' at the annual conference	Sri Ramakri Vivekanand
		13.01.2007	Felicitation address on the occasion of honoring 'Rashtrakavi' Dr.G.S.Shivarudrappa by the Bangalore University Kannada Teachers Forum	Bishop Cott Christian Co
		07.02.2007	Spoke on 'The contribution of Dr.Narahalli Balasubramanya to Kannada criticism' on the occasion of Dr.Narahalli being conferred within Dr.GSS award	Kannada Sa Chamarajpe
		05.03.2007	A lecture on 'The value-system of Kannada Vachana literature'.	SSMRV De Jayanagar,
		28.03.2007	A special lecture on 'The Epistemology in the	Gandhi Sah

		Philosophy of Swami Vivekananda'	Malleshwara
30.03.2007	Dr.DVG Memorial Endowment lecture on 'Dr.DVG's contribution to poetics'	Dept., of PG Kannada, M Ammani Co Malleshwara	
23.07.2007	A special lecture in the series to commemorate the Diamond Jubilee of India's Independence, Topic 'Swami Vivekananda and Indian Renaissance'.	Gokhale Ins Affairs, Bas Bangalore.	
04.08.2007	Spoke on 'Haridasa Litrature' at the symposium which was a part of Haridasa Music Festival ('Haridasa Sambhrama').	Nadajyothi S Tyagarajas Sabha, Mall Bangalore.	
15.08.2007	Spoke on Swami Vivekananda at the students conferece	Sri Ramakri Mysore.	
26.09.2007	Participated as a resource person in the orientation programme for PU Kannda Teachers organized by PU Board, Bangalore	DSERT, Ba	
17.10.2007	Presented a paper on contemplations on poetic process in the works of K.S.Narsimhaswamy in the seminar 'Kavi-Kavya-Chintana'.	BHS First G Jayanagar,	
26.10.2007	Participated as a resource person in the orientation programme for PU Kannda Teachers organized by PU Board, Bangalore	NMKRV PU Bangalore.	
08.12.2007	Participated as a resource person in the workshop conducted for B.Ed., students	Sri Ramakri Mysore.	
22.12.2007	Lecture on the subject 'Rationalism of Swami Vivekananda' as a part of annual celebrations	Ramakrishn Mangalore.	
23.12.2007	Lecture on the subject 'Sri Ramakrishna and the modern age' as a part of annual celebrations	Ramakrishn Mangalore.	
30.12.2007	Lecture on the life and message of Holy Mother Sri Sharada Devi as a part of annual celebrations	Sri Ramakri Davanagere	

		06.01.2008	Lecture on the life and message of Holy Mother Sri Sharada Devi as a part of annual celebrations	Sri Sharada
		12.01.2008	Address for the students on the life and message of Swami Vivekananda on National Youth Day	Vivekananda Rajajinagar,
		12.01.2008	Spoke at the symposium on 'Sri Ramayana Mahanveshanam' a poetical work of Sri Veerappa Moily	Senate Hall Bangalore.
		14.01.2008	Addressed the students on 'The Humanism of Swami Vivekananda' as a part of National Youth Day celebrations	Dept., of Ka Govt., of Ka Ramakrishn Ashrama, T
		15.02.2008	Interactive session with the students regarding new Kannada curriculum for the degree level	Hasanath O Women, Ba
		10.03.2008	Presented a paper on 'The linguistic expressed in the Haridasa literature' at the National Seminar Organised by Kannada University, Hampi	Sri Raghava Mantralayar Pradesh.
		18.03.2008	Presented a paper on 'The Nature of Communication in the contemporary writings on science and allied subjects' in the seminar on subject 'The Nature of Communication in contemporary situation'	National De Jayanagar,
		12.04.2008	Address at the personality development programme on the topic 'Language and Life'	VVS First G Women, Ba
		19.04.2008	Address at 'The Educational ideas of Swami Vivekananda' at the teachers conference	Ramakrishn Ashrama, T
		27.04.2008	A lecture on 'Sri Ramakrishna and Indian Heritage'	Srimantha S Hosakote.
		08.05.2008	A special lecture as 'The nature of devotion in the vachana's of Basavana	Lingaraja K
		14.05.2008	Valedictory address at the two-day symposium, on journalism organized by	Sri Ramakri Mysore.

		‘Vivekananda’ a monthly magazine of the Ramakrishna order	
22.05.2008	Address on ‘The Purandaradasa’s contribution to Haridasa literature’ at the annual music festival	Rudrapattar Fevestival T Rudrapattar District.	
15.06.2008	Presentation at the National level symposium on the Haridasa Literature organized by Tirumala- Tirupathi Dasa Sahitya project and Dept., of Kannada and culture, Govt., of Karnataka	Sripadaraja Kolar District	
06.07.2008	Spoke on ‘The Evolution of the Bhakti Movement’ at the release functions of ‘Karnataka Bhagavata’ (in 2 volumes) organized by Kannada Bhagavata Research and Publication Foundation, Bangalore	Dr.H.N.Kala College, Jay Bangalore.	
21.06.2008	Address at felicitation programme of meritotius students	Community Vijayapur, E District.	
17.08.2008	Spoke on the literary works of G.P.Rajarathnam at a symposium to commemorate the centenary of the author	Govinda Pa Centre, MG	
31.08.2008	Spoke on the literary works of G.P.Rajarathnam at a symposium to commemorate the centenary of the author	Abhiruchi Li Cultural For	
08.09.2008	Address at the valedictory session of Inter Collegiate literary and cultural festival	Reddy Jana Grade Colle Bangalore.	
19.09.2008	Address at the subject enrichment workshop on ‘The Literary value of the works of Haridasa’ conducted for teachers	Kannada Te Association and Sri Kris	
05.10.2008	Special lecture on ‘The contribution of Sri Purandaradasa to the Haridasa Literature’	Haridasa Sa Samithi, Ma Bangalore.	
14.10.2008	Special lecture on ‘Recent Trends in Kannada Linguistics’	HPCC Govt College, Ch	

				Chitradurga
		19.12.2008	Presentation on the subject 'Poetic vision of Sri Kuvempu' at the State Level seminar	Kuvempu C Studies, Un Mysore, Ma Mysore.
		01.01.2009	Address at the release of the special issue of the Kannada monthly magazine 'Viveka Prabha' of the Ramakrishna order	Sri Ramakri Yadavagiri,
		14.01.2009	Address at the retreat for college students in connection with the National Youth Day Celebrations	Sri Ramakri Yadavagiri,
		18.01.2009	Lecture on 'Sri Ramakrishna and Indian Spiritual Heritage'	Ramakrishn Ashrama, K Town, Bang
		26.01.2009	Address at the Republic Day Celebrations	The Nationa Jayanagar,
		27.01.2009	Special lecture at the Inaugural session of Teachers' Conference	Ramakrishn Ashrama, T
		01.02.2009	A lecture at the annual celebrations on the topic 'The Holy Mother Sri Sharada Devi and the Indian Womanhood'	Ramakrishn Ashrama, B
		14.02.2009	Special lecture on Sri Purandaradasa at the Aradhan Mahotsava	Sri Mahaga Sangeetha K.R.Puram,
		21.02.2009	Address at the Teachers' 'Conference on the topic 'The Education in the perspective of Modern challenges'	Ramakrishn Ashrama, D
		02.03.2009	Special lecture on 'Sri Ramakrishna and contemporary Religion' at the annual Celebrations	Sri Ramakri Yadavagiri,
		03.03.2009	Special lecture on 'Sect. Religion and Spirituality according to Swami Vivekananda' at the annual celebrations	Ramakrishn Ashrama, D
		09.03.2009	Presentation on 'The Modes of Expression in the Haridasa Literature' at the National Seminar	APS Colleg Science, NF Bangalore.

		14.03.2009	A lecture on 'The Ethical Philosophy of the Haridasa of Karnataka' at the Golden Jubilee Symposium of the Karnataka Historical Research Society, Dharwad	Kannada Bhavan, Bangalore.
		19.03.2009	A lecture on the compositions of Sri Vyasaraaya at the National Symposium	Poornaprajna Mandiram, Bangalore.
		26.03.2009	Addressed the students as a part of youth awareness programme conducted by Ramakrishna Matt, Ulsoor, Bangalore	KLE Society's College, Raichur, Bangalore.
		02.04.2009	Presentation on the literary works of Prof.G.P.Rajarathnam at the centenary Memorial Seminar	MES College, Bangalore.
		29.05.2009	A lecture on 'The Educational ideas of Swami Vivekananda' at the one day seminar on 'Role of Educational Institutions in Imparting Moral and Ethical Values'	Bangalore University Principals Association, Ramakrishna Mission, Bangalore.
		09.06.2009	Spoke on the occasion release of collection of poems by senior poet Sri H.Srinivas Murthy	Indian Institute of Culture, Basavanagur, Bangalore.
		12.06.2009 & 13.06.2009	Presentations on education at the special camp for college students	Sri Ramakrishna Mission, Mysore.
		24.07.2009	Presentation on the Vachana and Keertana Literature at the orientation workshop of PU College teachers organized by PU Board of Karnataka	Community College, Jayanagar, Bangalore.
		26.08.2009	Addressed the students as a part of Youth Awareness programme conducted by Ramakrishna Matt, Ulsoor, Bangalore	NMKRV PU, Jayanagar, Bangalore.
		10.09.2009	A special lecture as a part of the National seminar to commemorate Bi-centenary celebrations of the aradhana of Sri Jagannathadasa organized by TTD Dasasahitya project	Poornaprajna, Bangalore.



		11.10.2009	A lecture on 'The stylistic analysis of the Vachanas of Allamaprabhu' at the State Level seminar organized by Kannada University, Hampi	Lingaraj Co
		25.10.2009	Presidential address at the state level seminar on the works of Sri Purandaradasa organized by Kannada University, Hampi	Annaji Rao Rangamano Karnataka C
		02.11.2009	Presentation on 'The linguistic Expression of the compositions of Kanakadasa at the state level seminar organized by Kanaka Adhyayana Samshodhaa Peetha, MGM College, Udupi	Govt., First Tenkanidiyu
		07.11.2009	Special address on 'Religion Theory and practice in the contemporary situation' at the session held as a part of the state level festival of language and culture – Nudisiri	Alwas Educ Foundation, Dakshina K
		20.12.2009	Extension lecture on 'The aspects of the study of Dasasahitya in Kannada' organized by Kannada University, Hampi	Panchami C Tumkur.
		01.01.2010	Valedictory address at the decline celebrations of the Kannada monthly 'Viveka Prabha'	Sri Ramakri Mysore.
		09.01.2010	A special lecture on 'The life and message of Sri Ramakrishna in the context of Modern Challenges' on the occasion of annual celebration	Ramakrishn Basavanagu
		17.01.2010	Presentation on 'The Ethical philosophy of the Haridasa' at Sri Purandara commemorative conference	Bhakti Bhat Banashanka Bangalore.
		19.01.2010	A lecture on 'The life and message of Swami Vivekananda' as a part of National Youth Day celebrations	Balaji PU C
		28.01.2010	A lecture on 'The role of teachers in Nation Building' at the workshop for D.Ed., students organised by DIET, Tumkur	Ramakrishn Ashrama, T
		27.03.2010	Presentation on Vachana Literature at the literary festival	Kannada Sa Maharashtra
		28.03.2010	Presentation on Vachana Literature at the literary festival	Kannada Sa Maharashtra

13	Prof.Sathya Pal Sharma	<ul style="list-style-type: none"> <li>• Attended both National and State level Seminars conducted by Canara Bank School of Management, Bangalore University – Bangalore.</li> <li>• PG Dept. of Commerce Bangalore University, Bangalore.</li> <li>• RC College of Commerce Bangalore.</li> <li>• MCC for Women, Bangalore and many more.</li> <li>• One-day Orientation Program conducted by Ramakrishna Institute of Moral and Spiritual Education, Yadavagiri Mysore, February 06 2009</li> <li>• Attended One-day Workshop on Revised Syllabus of 1<sup>st</sup> Semester B.Com Course of Bangalore University held at SSMRV College.</li> <li>• Attended One-day Workshop on Revised Syllabus of 1<sup>st</sup> Semester B.Com Course of Bangalore University held at SSMRV College.</li> <li>• Attended One-day Workshop on Revised Syllabus of 1<sup>st</sup> Semester B.Com Course of Bangalore University held at Vasavi Vidyaniketan College, Bangalore.</li> </ul>
14	Prof.Satish Mahishi	<ol style="list-style-type: none"> <li>1. One day workshop on Restructuring and Revision of Syllabus of B.Com and B.B.M courses of Bangalore University at M.L.A College, Seshadripuram college and V.V.N Degree college on 15<sup>th</sup> October and 5<sup>th</sup> October 2009.</li> <li>2. National seminar in Competency Building in Business Education – Industry driven approach at Mount Carmel college, Bangalore on 24<sup>th</sup> and 25<sup>th</sup> September 2009.</li> <li>3. U.G.C Sponsored one day state level seminar on 6<sup>th</sup> March 2009 at B.E.S College, Jayanagar, Bangalore.</li> <li>4. U.G.C Sponsored National Level Seminar on “Strategic Value creation in Higher Education” at M.L.A college, Bangalore on 10<sup>th</sup> and 11<sup>th</sup> February 2009.</li> <li>5. Faculty Development Program organized by V.V.N Trust on 23<sup>rd</sup> January 2010 (Enhancing Excellence).</li> <li>6. Worked as Board of Member and Paper setter for B.B.M course 2004-05.</li> </ol>

		7. Participated in two day conference of AIFUCTO at Bangalore on 17 <sup>th</sup> and 18 <sup>th</sup> December 2008.
15	Prof.G.Venugopal	<p>15<sup>th</sup> July 2004</p> <p>One day workshop on Skill Development in Principles of Management &amp; Human Resource Management</p> <p>At Vivekananda Degree College,Bangalore.</p> <p>17<sup>th</sup> July 2004</p> <p>One day workshop on Skill Development in Financial Accounting –I at RBANMS First Grade College, Bangalore</p> <p>15 th Dec 2004</p> <p>One day workshop on Skill Development in Human Resource Management at PES Degree College, Bangalore.</p> <p>June 2005</p> <p>Awarded M.Phil Degree in Commerce by Periyar University with I class.</p> <p>24<sup>th</sup> &amp;25<sup>th</sup> Aug 05</p> <p>UGC sponsored state level seminar on Relevance of Social Science at the graduate level in the present Socio-Economic scenario at V.V.N Degree College, Bangalore.</p> <p>6<sup>th</sup> Feb 09</p> <p>One day orientation and moral aspects of education, teaching methodology and an interactive session on team work and leadership qualities at RIMSE,Mysore.</p> <p>5<sup>th</sup> Oct 09</p> <p>One day workshop on Restructing &amp; Revision of syllabus for B.Com &amp; B.B.M Courses at V.V.N Degree College, Bangalore.</p> <p>23<sup>rd</sup> Jan 2010</p>

		One day Faculty Development Programme on Enhancing Excellence @ V.V.N Degree College organized by VIMAS, Bangalore.
16	Prof.Prasanna Udipikar	<ul style="list-style-type: none"> <li>• Attended All college District level P U Principal's conference at Rosaria School, Mangalore, 2005.</li> <li>• Attended All PU College Principal's District level meeting to discuss the P U examinations at Rosario School, Mangalore 2006</li> <li>• Attended workshop on Classroom Techniques and Communication Skills at Christ college Bangalore.—2006</li> <li>• Attended National seminar on Education and IT sector" at Raman Pai Hall organized by BWC Mangalore 2006.</li> <li>• Attended National seminar on "Empowerment of Women" organized by BWC Mangalore.2007</li> <li>• Attended National Seminar on "Language Literature and pedagogy" organized by KLE College Bangalore2009</li> <li>• Attended a workshop on Women Empowerment organized by Vivekananda College, Bangalore.2009</li> </ul>
17	Smt.N.Anitha Kumari	<ul style="list-style-type: none"> <li>• Two day workshop on teaching methods in Bangalore on 22<sup>nd</sup>-23<sup>rd</sup> April 2005</li> <li>• National Seminar on "EDUSAT e-learning Programme" Bangalore on March 22<sup>nd</sup> -23<sup>rd</sup> 2005</li> <li>• One day Orientation Program Mysore on 6<sup>th</sup> February 2009 <b><i>"Innovative and Effective Teaching Methodologies"</i></b>.</li> <li>• Enhancing Excellence , Bangalore on 23<sup>rd</sup> January 2010</li> </ul>
18	Smt.Divyashree	<ul style="list-style-type: none"> <li>• One day Orientation Program Mysore on 6<sup>th</sup> February 2009 <b><i>"Innovative and Effective Teaching Methodologies"</i></b>.</li> <li>• Enhancing Excellence , Bangalore on 23<sup>rd</sup> January 2010 Participated and provided key inputs for <b>Syllabus</b></li> </ul>

		<p><b>Restructuring workshop</b> for B.Com &amp; BBM courses of Bangalore University, held on <u>5<sup>th</sup> October,2009</u> at VVN College, Bangalore.</p>
19	Smt.Priyadrashini	<ul style="list-style-type: none"> <li>• <b>Faculty Development Programme (FDP)</b> conducted by Ramakrishna Ashram, Mysore, on <b><i>“Innovative and Effective Teaching Methodologies”</i></b>.</li> <li>• <b>FDP program</b> conducted at VVN degree college on <u>23/Jan/2010</u></li> <li>• Participated and provided key inputs for <b>Syllabus Restructuring workshop</b> for B.Com &amp; BBM courses of Bangalore University, held on <u>5<sup>th</sup> October,2009</u> at VVN College, Bangalore.</li> <li>• Participated in a 3 day <b>Workshop on Entrepreneurship</b> conducted by National Entrepreneur Networks ( NEN), held on the <u>15<sup>th</sup> July, 2009</u> at Mt. Carmel College, Bangalore.</li> <li>• Attended <b>Out Bound Learning</b> program on 29<sup>th</sup>, 30<sup>th</sup>&amp; 31<sup>st</sup> of August, 2009 at Shantidham, Bangalore</li> </ul>
20	Smt.Indumathi	<ul style="list-style-type: none"> <li>• <b>Faculty Development Programme (FDP)</b> conducted by Ramakrishna Ashram, Mysore, on <b><i>“Innovative and Effective Teaching Methodologies”</i></b>.</li> <li>• <b>FDP program</b> conducted at VVN degree college on <u>23/Jan/2010</u></li> <li>• Participated and provided key inputs for <b>Syllabus Restructuring workshop</b> for B.Com &amp; BBM courses</li> </ul>

		<p>of Bangalore University, held on <u>5<sup>th</sup> October,2009</u> at VVN College, Bangalore.</p> <ul style="list-style-type: none"> <li>• Participated in a 3 day <b>Workshop on Entrepreneurship</b> conducted by National Entrepreneur Networks ( NEN), held on the <u>15<sup>th</sup> July, 2009</u> at Mt. Carmel College, Bangalore.</li> </ul>
21	Smt.Rashmi	<ul style="list-style-type: none"> <li>• <b>FDP program</b> conducted at VVN degree college on <u>23/Jan/2010</u></li> <li>• Participated and provided key inputs for <b>Syllabus Restructuring workshop</b> for B.Com &amp; BBM courses of Bangalore University, held on <u>5<sup>th</sup> October,2009</u> at VVN College, Bangalore.</li> </ul>
22	Sri.Sridhar	<ul style="list-style-type: none"> <li>• <b>FDP program</b> conducted at VVN degree college on <u>23/Jan/2010</u></li> <li>• Participated and provided key inputs for <b>Syllabus Restructuring workshop</b> for B.Com &amp; BBM courses of Bangalore University, held on <u>5<sup>th</sup> October,2009</u> at VVN College, Bangalore.</li> </ul>
23	Sri.Praveen Kashyap	<ul style="list-style-type: none"> <li>• <b>FDP program</b> conducted at VVN degree college on <u>23/Jan/2010</u></li> <li>• Participated and provided key inputs for <b>Syllabus Restructuring workshop</b> for B.Com &amp; BBM courses of Bangalore University, held on <u>5<sup>th</sup> October,2009</u> at VVN College, Bangalore.</li> </ul>

2.4.1 Give details on the awards/ recognitions received by the faculty during the last five years?

Sl.No	Name of the Lecturers	Awards received
1.	Dr..H.N.Muralidhara	<p><b>1.Sri Gurugovinda Prashasti</b> for contribution to research on Haridasa literature by Parimala geleyara Balaga, Bangalore, 2006</p> <p><b>2.Sri Vijayavithala prashasthi</b> for contribution to research on Haridasa literature by Sri Raghavendra Math, Mantralayam, Andhra Pradesh, 2008</p>
2.	Prof.Prasanna Udipikar	‘Exemplary Performance – 2008’ by Women’s National Education Society Mangalore - 3

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

As the institution needs faculty only for commerce subjects, it gets the right teaching faculty through advertisements in the newspaper and through its contacts with the University and other institutions.

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

a) Nomination to staff development programmes

<b>Academic Staff Development Programmes</b>	<b>Number of faculty nominated</b>
Refresher courses	2
HRD programmes	
Orientation programmes	1
Staff training conducted by the university	
Staff training conducted by other institutions	7
Summer / winter schools, workshops, etc.	

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

- ❖ Teaching learning methods/approaches-FDP 2010
- ❖ Handling new curriculum
- ❖ Content/knowledge management-RIMSE
- ❖ Selection, development and use of enrichment materials
- ❖ Assessment
- ❖ Cross cutting issues
- ❖ Audio Visual Aids/multimedia
- ❖ Short term Basic Computer training program was given for teaching and non-teaching staff.
- ❖ The teaching fraternity has an access to the computers and the internet to enrich their knowledge on the subject either in the library / computer laboratory.
- ❖ All the faculty members have access to computer with internet connectivity and apply the same in the classroom teaching.



- ❖ Language teachers make use of Audio Visual Aids to compliment their lessons.

- ❖ OER's
- ❖ Teaching learning material development, selection and use

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

Teacher development has always been an important priority for the college.

- The teaching staff participate in UGC sponsored refresher/ orientation programmes, National conferences and seminars.
- The Management also organizes Faculty Development Programs to enhance academic competency and team spirit among the faculty.
- The staff members who have registered for PhD are encouraged to avail FIP (Faculty Improvement Programme). Professor Namitha M.G. from Sanskrit Department had availed FIP during the year 2006 ( Nov 2004 to Oct 2006).
- The management encourages the faculty members to attend seminars, workshops and conference at State/National/International level by reimbursing the registration fees and providing conveyance expenses.
- The institution's vehicle is also provided whenever necessary for the lecturers to go on official duty.
- Courier services at low cost is provided by the management to encourage the academic activities of the faculty members.

- Teachers are motivated to take up the responsibility of conducting seminars and workshops on different themes and topics, which catalyses their intellectual growth and development.
- Many teachers have presented papers on different topics in seminars/conferences at State and National levels and also served as resource persons for which the college has extended their full support financially as well as morally to attend such conferences.
- The Management encourages staff to attend Seminars, workshops, State, National and International .

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

No awards for excellence in teaching at state, national and international levels are received by the faculty members.

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

At the end of every year, a feed back questionnaire is given to the students to facilitate them to express their competency in reaching out the students. This feedback is collected personally by the Principal and later discussed with the respective individual teachers. This method helps the teachers to correct their teaching methodology.

## **2.5 Evaluation Process and Reforms**

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

There is complete transparency in evaluation of student performance.

- The teachers inform the students about the evaluation methods by discussing question paper pattern, marks allotment for each divisions.
- The students are motivated to refer the previous question papers of the University in the library.
- Teachers hand over the evaluated answer scripts and encourage students to seek clarification with reference to the scheme of evaluation.
- The teachers offer important tips and suggestions to improve their performance in test and examinations.
- In addition to the evaluation of student performance by class mentors, individual subject teachers advise those students who are constantly under performing in tests and exams.
- The same will be brought to the notice of the Head of the institution, and the parents are informed in case of need.
- Internal assessment marks will be announced on the notice board to inform the students before it is sent to the Bangalore University.
- To assess the students' skills and knowledge, Projects and presentations are conducted.

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

As the college is affiliated to the Bangalore University, the evaluation procedures are according to the norms of the University. The following reforms are introduced by Bangalore University ever since the semester scheme was introduced.

- The University Semester Examination marks were divided into  
Theory Paper----90 marks

Internal Assessment----10 marks

From 2011-2012 the University Semester Examination marks are divided into

Theory Paper----100 marks

Internal Assessment----Grades (A,B,C& D)

- The Internal assessment marks includes the evaluation of assignments, performance in class test, attendance and interaction in the class.
- Introduction of OMR sheets for marks lists for fast and accurate results.
- Providing Xerox copy of the answer script to the student on demand.
- The Principal takes all the effective measure to ensure implementation of these reforms .

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

The teachers make those students who are not making sufficient progress and are constantly under-performing, submit written assignments.. After the completion of internal test, parent-teachers meeting will be held and marks cards are distributed to the students accompanied by their parents.

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

Internal assessment marks are allotted based on the attendance, assignments submission, test marks and the students interaction in the class.

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

The Grievance Redressal Cell looks into students' grievance over the matters pertaining to evaluation procedure at College level and University level.

#### **Internal Assessment Test:**

The valued answer scripts are given to the students.

Changes in the marks lists are made by the respective staff if necessary.

The students have no inhibition in interacting with the staff to clarify their doubts, regarding the valuation. They are counselled and motivated for improvement.

#### **University Examination:**

There is transparency in the University examination by providing Xerox copies of valued answer scripts and revaluation of the answer scripts is possible.

Those students who are not convinced about the evaluation process are encouraged to share such grievances with the Head of the Institution; in turn the liaison officer for the University from the College will take care of the students' grievances.

## 2.6 Student performance and Learning Outcomes

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

Yes, Pass percentage of our college is good. In some of the subjects there is considerable increase in the Pass Percentage and marks scored by the students. Pass percentage and results are displayed on the notice board for students reference. The teachers also discuss students' performance in the examination with the students.

The teachers are called for a meeting by the Principal to discuss the marks scored by their students. Letters of appreciation are given for the best results to the concerned teacher. The pros and cons of low performance of the students will also be discussed in the meeting convened by the Principal and the management.

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

There is complete transparency in evaluation of student performance.

- The teachers inform the students about the evaluation methods by discussing question paper pattern, marks allotment for each divisions and the criteria for the selection of questions.
- The students are motivated to refer the old University question papers in the library.
- Teachers hand over the evaluated answer scripts and encourage students to seek clarification with reference to the scheme of evaluation.
- The teachers offer important tips and suggestions to improve their performance in test and examinations.
- In addition to the evaluation of student performance by class mentors, individual subject teachers also advise slow learners as well as who are not making sufficient progress and are constantly under performing in tests and exams.
- The same will be brought to the notice of the Head of the institution, and the parents are informed in case of need.
- Internal assessment marks will be announced on the notice board to inform the students before it is sent to the Bangalore University.
- Projects and presentations to assess the students' skills and knowledge are conducted.

### 2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and

research aptitude) of the courses offered?

Placement of the students during the year 2007-08

IBM	2
24/7	1
Cambridge Solutions	4
E & Y	1
Infosys	20
J.B.Morgan	2

Placement of the students during the year 2008-09:

Due to recession campus selection by the companies was not conducted except for the one company mentioned below:

Tycoo	4
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15% of students are recruited in the campus recruitment program every year.

The institution has the **Career Guidance and Placement Cell** which are instrumental in boosting the efficiency of the students to equip themselves competently to face the challenges of life.

**The Career Guidance-Placement Cell** : This cell is proactive in guiding and providing job opportunities for the students. The placement cell of the institution functions efficiently under the convenorship of the Vice-Principal Sri. Sreekanteshwara , Senior faculty member of the Department of Commerce. The cell creates an awareness among the students regarding the job opportunities and the current requirements of the job market. The cell also enlightens the students about facing the interviews and campus recruitments.

The following chart shows the Placement services provided for the Student.

Particulars	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
No.of. Companies	DSL Software	Trans Works Ltd.,	Trans works	IBM	Tycoo	IBM	Infosys	Career Net
No.of. students placed.	2	9	7	2	4	6	17	4

No.of. Companies		Cross Domain	IBM	24/7	Due to Recession campus selection was not conducted.	People Pro	Global Fides	Job Corp
No.of. students placed.		4	8	1		4	12	5
No.of. Companies		Career Plan	Deutsche Bank	Cambridge Solutions				Knea Company
No.of. students placed.		4	31	4				2
No.of. Companies		Techno Acquisition (INC) (Unit of HSBC)	Air Tel services	J.B.Morgan				TCS
No.of. students placed.		44	14	1				2
No.of. Companies				Infosys				Greet Technology
No.of. students placed.				20				2
No.of. Companies				E & Y				
No.of. students placed.				2				
<b>Total</b>	<b>2</b>	<b>61</b>	<b>60</b>	<b>30</b>	<b>4</b>	<b>10</b>	<b>29</b>	<b>15</b>

The Institution plays a significant role in instilling entrepreneurial skills among the students through various programs.

**B.Com:-** The B.Com students study a subject “Entrepreneur and Development Program” as a part of their curriculum during 5th semester. Seminars and Assignments are given to the students to encourage extensive knowledge in this field. As a part of educational trip, tour programs are organized during which



industrial visits are made as and when the opportunity arises. A training in the soft skills is provided to these students through SSTP (Soft Skill Training Program) and LDP (Language Development Program) during the academic year . The faculty members guide and motivate the students to participate in workshops and seminars.

**B.B.M:** The faculty members of management wing motivate the students to participate in the seminar/workshops, intercollegiate competitions etc. The BBM students also study a subject 'Entrepreneur and Development Program' as a part of their course during 5 Semester. Students are encouraged to work upon the projects on Human Resource Development. The students also go on field visits and are asked to submit a report on the same. The Management Department organizes intercollegiate fest "Parivarthan" to encourage the students to cultivate competitive spirit. A training in the soft skills is provided to the students through SSTP (Soft Skill Training) and LDP (Language Development Program). Eminent Corporates are invited to interact with students.

**B.A:** The arts students have 'Basic Communication Skills and An Advanced course in Communication skills and Media Awareness as part of their curriculum during the I and II Semesters. 'Computer Fundamentals' is also a compulsory subject introduced by the Bangalore University. SSTP (Soft Skill Program) and LDP (Language Development Program) are provided as a part of entrepreneur skills for the students during the academic year. The students involvement in their project work helps in complementing entrepreneur skills. The Psychology Department organizes intercollegiate fest "Manomanthana" to encourage the students to cultivate competitive spirit.

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

At the end of each semester, a feed back questionnaire is given to the students to facilitate them to express their competency in reaching out the students. This feedback is collected personally by the Principal and later discussed with the respective individual teachers. This method helps the teachers to correct their teaching methodology.

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

### outcomes

All the old students are made members of Alumni Association. During the Alumni meet, teachers interact with the students and get updated regarding the positions of our students in society.

## CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

### 3.1 Promotion of Research

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

No

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

A Research committee is formed to facilitate and monitor research activity. The committee members are :

Name of the faculty member	Department
Dr.Suryarekha M.A, Ph.D	Psychology
Dr.Satya Pal Sharma M.Com, Ph.D	Commerce
Dr.H.N.Muralidhara M.A, Ph.D	Kannada

The activities of the committee are:

- To encourage and motivate the faculty members to register for M.Phil or Ph.D in their respective subject areas.
- Informing the teachers about research advertisements and the scope for it.
- Providing free internet facility in the computer laboratory and library.

- Guiding research work of the students who have registered for Ph.D as externals under other universities.

**Report of Research activities:**

**Lecturers who have availed FIP under UGC:**

Name of the lecturer	Subject	Topic
Prof.M.G.Namitha	Sanskrit	Indian Scientific thought in Sanskrit

**The faculty members who are pursuing Ph.D at present:**

Sl.No	Name of the faculty member	Department	Topic of Research
1	Prof.K.S.Sreekanteshwara	Commerce	Employees Value System and its impact on Organizational performance in IT and ITES industry.

**Lecturers who have been awarded Ph. D :**

Sl.No	Name of the faculty member	Department	Topic
1	Prof. Lakshmi Devi S.A.	History	A study of Banking Institution in Karnataka with special reference to South Canara (1894-1973)
2	Prof. M.G. Namitha	Sanskrit	Indian Scientific thought in Sanskrit.
3	Prof. Mallika T.S	Sociology	Women in IT: Emerging

			Sociological issues.
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### Lecturers with M. Phil degree

Sl. No.	Department	Names	Topic
1	Commerce	Prof.K.S. Sreekanteshwara	A Study on "Recruitment procedure, Training and Motivation for lecturers at Degree Level in Unaided colleges of Bangalore"
2	History	Prof.S.A.Lakshmi Devi	A study of Banking Institutions in Karnataka with special reference to Canara, Corporation and Syndicate Banks.
3	Commerce	Sri.G. Venugopal	A study on 'Attrition' among BPO's in Bangalore
4	English	Ms. Prasanna Udipikar	" The Titles of Shashi Deshpande's Novels-A Critical Analysis."
5	Computer-Science	Ms. N. Anitha Kumari	E-learning a comparative study with conventional learning in Indian context

Lecturers who are pursuing M.Phil:

Sl.No	Name of the faculty member	Department	Topic
1	Sri. Satish. U.Mahishi	Commerce	Study on Individual Stock brokers Demat Problems

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

- autonomy to the principal investigator
  - timely availability or release of resources
  - adequate infrastructure and human resources
  - time-off, reduced teaching load, special leave etc. to teachers
  - support in terms of technology and information needs
  - facilitate timely auditing and submission of utilization certificate to the funding authorities
  - any other
- The staff members who have registered for Ph.D are encouraged to avail FIP
  - Access to computers and internet is provided in the computer lab, Psychology lab and library.
  - Additional books, magazines, Journals needed for research work are subscribed for the library.
  - Teachers are encouraged to attend and present papers on different topics in Seminars/Conferences at State/National levels by providing financial assistance from the management.
  - The institution encourages faculty members involved in research work by providing a favorable time table to do research work on part time basis.
  - OOD is sanctioned to assist faculty members to attend research connected seminars or workshops.
  - Courier facility at a subsidized price is extended to all the faculty members.

Though the institution has not involved in any collaborative research projects, the faculty members make use of the facilities and guidance available in the reputed research centers or organizations.

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

To develop scientific temper, research culture and aptitude among students the following facilities are provided on the campus:

- Free access to the internet .

- Library assistance.
- Use of computers .
- Journals and periodicals are subscribed on demand if necessary.
- Additional books can be ordered on required basis.

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

#### Research Guides for Ph.D.

Sl.No.	Name of the Guide	Name of the University	Student's Name	Topic
1	Dr.Muralidhara	Bangalore University	Sri H.Venkatesh,	Creativity and culture in Dalit Literature'
		Dravidian University, Kuppam,	Sri Jayasimha,	'A study of the life and works of Sri Vidyaprasanna Teertha'.
		Dravidian University, Kuppam,	Smt. Sheela Prakash,	'A study of the works of Gorur Ramaswamy Iyengar as cultural texts'
2	Dr.Sathya Pal Sharma	SINGHANIA University, Rajasthan	Mr. Gururaj, Lecturer in Commerce Surana College PG Centre Kengeri Bangalore	Mobilization of Investments and Funds Savings by NBO
		SINGHANIA University, Rajasthan	Mr. Krishna. Lecturer – Coordinator Deeksha Educational Institutions Bangalore.	Foreign Direct Investment in Karnataka – Trends and Patterns in Banking, Insurance and Aerospace
		SINGHANIA	Mr. Nrushima	Role of Banks

		University, Rajasthan	Murty Associate Professor Magadi First Grade Government College, Magadi Ramnagaram	in Providing Financial & Other Assistance to self employed – a case study of Ramnagaram District
		SINGHANIA University, Rajasthan	Mr. HL Prasad, Principal M Basavaiah Institute of Management Studies Nagarabhavi Bangalore	Deposit Mobilization in Vijaya Bank – A Case Study of Bangalore District
		SINGHANIA University, Rajasthan	Mr. Ravi, Lecturer BES College Jayanagar Bangalore.	Investor's perception towards Mutual Funds in Bangalore District

### Research Guides for M.Phil.

Sl. No.	Name of the Guide	Name of the University	Student's Name
1	Dr.N.K. Satya Pal Sharma	Bharathiyar University	Anupama Dattateraya Bhatt Muralidhara Devakara Babu
2	Dr.H.N. Muralidhara.	Dravidian University Kuppam	Smt. Jayasheela

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms

of research and imbuing research culture among the staff and students.

Workshops and training programmes focusing on capacity building in terms of research and imbuing research culture among the staff and students are not conducted. But have plans to conduct the same in future.

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

Faculty recognized as research guides are:

Sl. no.	Name of the Guides	Departments
1	Dr. S.V.Suryarekha	Psychology
2	Dr Sathya Pal Sharma	Commerce
3	Dr.H.N. Muralidhara.	Kannada

**Priority areas for research:**

Sl. no	Name of the Lecturer	Priority areas
1	Dr. Suryarekha .S.V	Cognitive Psychology
2	Dr. Sathya Pal Sharma	Banking, Areas of consumer awareness, Derivatives in investment market, Cost of customer service in Nationalized Banks compared to foreign banks, Price stabilization through brand equity
3.	Dr. H. N. Muralidhara	Linguistics, Poetics, Haridasa Sahitya,

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



Research oriented resource persons are invited to deliver talks to the students and teachers. After every session there will be a provision for the students and teachers to interact with the resource person.

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

**Lecturers who have availed FIP under UGC:**

Only one lecturer out of 17, has availed sabbatical leave for research activities.

This facility helped the researcher to work on the project on full time basis and helped her in the early submission of thesis.

Name of the lecturer	Subject	Topic
Prof.M.G.Namitha	Sanskrit	Indian Scientific thought in Sanskrit

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

NO

**3.2 Resource Mobilization for Research**

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

The research work expenditure is self-financed by the concerned faculty member. Hence no budget is allocated for research expenditure.

- 3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty

that has availed the facility in the last four years?

NO

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

There is no provision for student research projects as the institution does not have post graduation courses.

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

No lecturer, so far, has undertaken inter-disciplinary research work.

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

No, the institution has not received any special grants or finance from the industry or other beneficiary agency for developing research facility.

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

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total grant		Total grant received till date
				Sanctioned	Received	
Minor projects	18 Months 2009-2010	Teaching-Learning the socio-cultural, economic milieu and nuance in the past, present and future with reference to the	UGC	75,000	57,500	57,500

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total grant		Total grant received till date
				Sanctioned	Received	
		novels of Mitch Albinm, .Braithwaite, Gijibhai Bhadelra and M.R.Srinivasa Murthy				

### 3.3 Research Facilities

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

- The staff members who have registered for Ph.D are encouraged to avail FIP
- Access to computers and internet is provided in the computer lab, Psychology lab and library.
- Additional books, magazines, Journals needed for research work are subscribed for the library.
- Teachers are encouraged to attend and present papers on different topics in Seminars/Conferences at State/National levels by providing financial assistance from the management.
- The institution encourages faculty members involved in research work by providing a favorable time table to do research work on part time basis.
- OOD is sanctioned to assist faculty members to attend research connected seminars or workshops.
- Courier facility at a subsidized price is extended to all the faculty members.

Though the institution is not involved in any collaborative research projects, the faculty members make use of the facilities and guidance available in the reputed research centers or organizations.

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

NO

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

Whenever the faculty members wish to avail research facilities outside the campus, they are supported by needed documents from the institution to avail the research facilities outside the campus or other research laboratories.

If the research units are within the city, the faculty is permitted to visit and work during leisure hours.

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

- The staff members who have registered for Ph.D are encouraged to avail FIP
- Access to computers and internet is provided in the computer lab, Psychology lab and library.
- Additional books, magazines, Journals needed for research work are subscribed for the library.
- Teachers are encouraged to attend and present papers on different topics in Seminars/Conferences at State/National levels by providing financial assistance from the management.

- The institution encourages faculty members involved in research work by providing a favorable time table to do research work on part time basis.
- OOD is sanctioned to assist faculty members to attend research connected seminars or workshops.
- Courier facility at a subsidized price is extended to all the faculty members.

Though the institution is not involved in any collaborative research projects, the faculty members make use of the facilities and guidance available in the reputed research centers or organizations.

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

The college has not taken up any collaborative research facilities so far.

### 3.4 Research Publications and Awards

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

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

NO

- \* Original research contributing to product improvement

None

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

NO

3.4.3 Give details of publications by the faculty and students:

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

**(a)Books:**

Sl. No.	Name of the faculty	Name of the Books
1	Dr. Satya Pal Sharma	Text books for IV sem. B.Com. -International Business Environment -Indian Financial System Text Book for VI Sem. B.com/B.B.M.. -Business Law Managerial Communication from Himalaya Publishing House Year 2012 , ISBN 978-93-5097-156-7 Business Law from IK International Publishing House Private Limited, Year 2012, ISBN 978-93-81141-82-3 Banking and Insurance from Himalaya Publishing House, Year 2012, ISBN 978-93-5051-182-4 Indian Financial System from

		Publishing House Private Limited, Year 2012
2	K.S.Sreekanteshwara	Text book for I Sem and II Sem B.Com Financial Accounting-I Advanced Financial Accounting-II

**(b)Articles:**

Sl.No.	Name of the Faculty	Article	Journal
1	Dr.S.V Suryarekha	Women the silent victim of ambient abuse	Artha published by Christ University
		Visuo-Spatial working memory in students of Fine arts	Science Reporter, Bangalore University.
2.	Dr.Satya Pal Sharma	Demystifying Private Labels	Published in Southern Economist, December
3.	Dr.Muralidhara	Aspects of Sri Ramakrishna as depicted in the works of Kuvempu	Vivekaprabha, Jan 2005
		Concept of truth according to Sri Ramakrishna	Vivekaprabha, March 2005
		Influence of Ramakrishna – Vivekanand thought curren on Modern Kannada literature	Vedanta Kesari, Jan 2006
		Concept of Humanism in Vachana literature	A collection of articles on Humanism <b>Pub:</b> SSMRV College, Bangalore,2006
		Contribution of Prof.	Prajasahitya, a journal of literature and

		S.K.Ramachandra Rao to the study of Haridasa literature	culture. November 2007
		Ramakrishna – Vivekananda thought current and early writings of 20 <sup>th</sup> century Kannada literature	Vivekaprabha, Jan 2010

#### 3.4.4 Provide details (if any) of

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

None

### 3.5 Consultancy

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

None

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

The faculty members who take up consultancy provide their service on honorary basis.

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

The faculty members provide consultancy services most of the time on honorary basis.

Sl.No	Name of the faculty member	Beneficiaries



1.	Dr. H.N.Muralidhara	1. Dean for Udayabhanu Kalasangha – Centre for Advanced Studies, Bangalore 1. Dean for School of Language ,Literature, Culture on the Advisory Board of Purandhara Adhyayana Peetha, Hampi 2. Visiting Professor of Dept. of Philosophy Mysore University
2.	Dr.Sathyapal Sharma	Vikas Co-operative Bank, HOSPET- 583201(Hon consultant)

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

There is no income generated through consultancy as the faculty members render consultancy services on honorary basis.

**3.6 Extension Activities and Institutional Social Responsibility (ISR)**

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

To promote institution- neighborhood-community network and student engagement.

The institution has a formal system to create social awareness and social responsibility among the students through NSS unit . In the beginning of the academic year the freshers are counseled by the representatives of the NSS wings and are told about the various activities of NSS and how the participation in this activity is beneficial to them in the long run. Students are encouraged to take up NSS activities without neglecting their main stream curriculum and participate in all the extension program.The annual camps conducted by NSS unit provide a platform for the students to be eco-friendly, to imbibe leadership qualities and co-operative living.

The social responsibility is inculcated in our students through active participation in social work such as organizing blood donation camps.

Collecting funds at the time of natural calamities.

The students also take part in the awareness programmes such as using eco friendly Ganesha idols during Ganesha festivals along with the neighborhood colleges.

Students also attend seminars and workshops organized in other colleges on social menaces and its remedies.

The students have not only educated the locals on the segregation of dry and wet waste but also have taken initiative in helping the residents in disposing duly waste for recycling and the money generated is helped in supporting the poor families who live in slum areas.

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

The students are required to bring their participation and involvement in various social movements /activities to the notice of the Principal.

Needed support and encouragement is provided.

Groups of students are also selected and sent to participate in various workshops/seminars and awareness programmes organized by other institutions and organizations.

Blood donation camp is organized every year in collaboration with Lions club.

Students are motivated to take an active part in the institutions outreach programme.

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

The institution conducts Parents' Orientation programmes and Parent-teachers' meet. During these meets the Parents put across their suggestions and appreciations to the Principal and teachers. The strengths and weaknesses of the institution are brought to limelight during such sessions by the stakeholders.

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

The students have participated in eco friendly Ganesha, ban on selling tobacco around educational institutions and garbage segregation outreach programme conducted by the institution. Budget is allocated on need base as most of the outreach programmes are done in collaboration with NGO's, or government sectors etc.,

Student benefits: Such out reach programmes provide a good exposure to the students to the practical knowledge. Educating and convincing people makes the students learn the skills of interacting with the public. It's a platform which educates not only the head but also the heart.

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

The institution has a formal system to create social awareness and social responsibility among the students through NSS unit .

In the beginning of the academic year the freshers are counseled by the representatives of the NSS wings and are told about the various activities of NSS and how the participation in this activity is beneficial to them in the long run. Students are encouraged to take up NSS activities without neglecting their main stream curriculum and participate in all the extension program.

Committees are formed to support the student activities.

The teachers accompany the students in social outreach and extension programmes during Annual camps.

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

A survey of visually challenged students studying under Bangalore University was undertaken and the report was submitted to the Vice-chancellor of Bangalore university. This social service sensitized Bangalore University of the problems of Visually challenged students and a committee was set up for a demographic study of the visually challenged students studying under Bangalore University. A faculty member of our institution was made the convener of the committee to assist Bangalore University in planning and helping the visually impaired students to pursue higher studies. Now Bangalore University library provides all the subject reference books in Braille script and student scholarship of an amount of Rs.500/- is released every month for every visually challenged student studying under Bangalore University. This extension work of the college is also responsible in initiating Braille Centre for the Visually Challenged students at Bangalore University.

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

Our institution always makes it a point to plan outreach programmes which would compliment the academic learning experience. For example the students study in language classes on clean environment and individual's contribution to the society. The Garbage segregation out reach programmes educates the students how segregation of wet , dry and e-waste garbage helps in saving the environment. Arrangements has been made for a vehicle with the college banner once- in –a week which collects dry waste from the locals and gives it for recycling. This work saves the environment from 40% of dry waste going into the earth and the money generated through recycling is donated to the rag pickers families who live in slums.

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

In the institution outreach programmes oriented towards the society, the students sensitise the public about their work. This awareness is brought out by

the students with public interaction or rallies or displaying of placards, banners, slogans etc.,

The blood donation programme is done in collaborations with Lions Club.

The launching of Dr.Ambedkar lecture series was done in collaboration with Centre for Study of Social Exclusion and Inclusive Policy, a unit of Bangalore Law School NLSUI. An advertisement in the new papers regarding the programmes had drawn many professors, officers from police department, artists, media persons and public for the programme. Talk on Annihilation of Caste – Dr.Ambedkar's views was delivered by Dr.Huliyar of Bangalore University.

The institution's work for the visually challenged students has involved many NGO's namely National Federation for Blind, Matrychata, Canara Bank Relief Fund, Mitra Joythi, Karnataka Welfare Association for the Blind, All India Confederation for the Blind etc.,

Educating Public about Garbage segregation is done in collaboration with the Inner Wheel Rotary Club (South End) members Hasiruadala and other environmentalists. The public response is very supportive for the present college outreach programme of recycling the dry waste.

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

The local community benefits through NSS activities of our institution. The NSS unit of the college regularly conducts camps related to Environment. Blood donation camps in association with Rotary club, Lions club and other volunteer blood banks aim at collecting units of blood in emergencies.

The HOD of Department of Psychology is a certified counselor who offers counseling service to the V.V.N school children

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

None

### 3.7 Collaboration

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

No, Collaborative work in regard to research laboratories does not exist.

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

Dr.Nagajyothi B.N.Y.S., P.G.C.G.O,D.H.D,M.D -medical consultant. Periodical talks on Health and Hygiene are conducted by Dr.Nagajyothi. Medical counseling for our students is provided by her

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

NO

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

No, neither national nor international conferences are organized.

3.7.5 How many of the linkages/collaborations have actually resulted in formal

MoUs and agreements ? List out the activities and beneficiaries and cite

examples (if any) of the established linkages that enhanced and/or facilitated -

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

Though some activities such as Blood Donation camp with the Lions club, garbage segregation outreach program with Rotary Inner Wheel Club South End etc., no formal MOUs and agreements have been done.

Dr.Meenakshi Bharat high lighted the students about contribution of dry waste, which helped three families of Rag Pickers to earn livelihood.

The students also collect old clothes and donate it to the old age homes. This work is taken up by the department of sociology .

In all these outreach programmes, the community co-operation and response is very motivating.

## **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

### **4.1 Physical Facilities**

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

As the institution aims at holistic development of a student it aims at keeping pace with the modern and innovative teaching and learning methodologies. Hence it keeps upgrading its infrastructure adding for the better and effective teaching and learning skills.

#### **4.1.2 Detail the facilities available for**

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

### **Physical Facilities**

- The total area of the college campus is about 30,000 Sq.ft acres with a playground and parking area.
- The infrastructure facilities cater to the needs of nearly 636 students and 46 teaching and non teaching staff members.



- The college has municipal water connection; two tube wells for adequate water supply, BESCO power supply and two standby generators.
- The building has 20 class rooms, one Sports room, Auditorium with AC, Library, IQAC Room, NSS Room, Computer lab, Commerce Lab, Canteen, three staff rooms, lift and washroom facilities.
- The classrooms are equipped with black boards, Projector, UPS, Screen, Speakers, desks and benches, fans, table and a chair for the teacher.
- The Administrative section includes the Principal's chamber, Vice - Principal's chamber, Administrative and Account section, staff room, a cabin for the Office Superintendent, Computer section, Board Room , lunch area and wash rooms.

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

The Infrastructure of the college is maintained with due care by the management.

The classrooms after the college hours are used by the Evening College.

- The budget allocation for various purposes for the year 2009-10 is mentioned below:

Sl.No	Particulars	Amount	2010-11	2011-12
1	Building	Rs.16,08,457	_____	_____

2	Furniture	Rs.1,00,000	Rs.45,559	_____
3	Equipment	Rs.50,000	_____	Rs.3,72,171
4	Computers	Rs.50,000	_____	Rs.1,81,001
5	Vehicles	Rs.78,453	_____	_____
6	Machinery	Rs.2,64,557	_____	_____

The Master plan of the college campus indicating the existing physical infrastructure enclosed.

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

Lift facility is provided for physically challenged students to facilitate their mobility.

On need base, the classes would be shifted to facilitate the differently abled students.

- Audio CD's and cassettes on the text book are be provided for the visually challenged students
- Books in Braille script will also be provided through the library for the visually challenged students.
- Students with physical disability are made to sit on any of the first three benches. If necessary separate table chair would be provided.
- Scribe to write the exams are facilitated for the visually challenged students and separate class room is provided during examination to write the exam.

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

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

The institution does not provide residential facility for the students.

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

The Institution facilitates the following health care scheme for the students and staff:

- Insurance: The benefit of the Group Insurance Scheme is provided for all the students. benefit scheme. The medical expenses for any accidents met with on or off the campus could be claimed from the Insurance.
- Medical check-up is conducted on yearly basis for the students.
- The institution has an MOU with Dr.Nagajyothi, who periodically sensitizes the students to the gynec and other health problems.

- In case of emergencies a doctor visits the institution and institution's vehicle is provided.

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

- IQAC: A well furnished room for Internal Quality Assurance Cell is provided with a computer and internet facilities. A notice board to highlight the programmes of the college is placed next to the IQAC room. The members of the IQAC often meet in this room to discuss the best practices to be introduced in the institution.
- Grievance Redressal Cell:- This cell is headed by the principal. A box with lock and key is mounted on the wall close to the Principal's chamber. The word 'COMPLAINTS' is written in striking colour on this box. The students drop their grievances written on a paper into this box. The box is opened every month and the Principal, Vice-principal do the needful.
- Women Cell: Women cell conducts various programmes and competitions connected to women related issues. A notice board is provided to display the photos of the programmes, the announcements of competitions, the art and paintings of students, articles etc.,
- Placement and Career Guidance Cell: Both these portfolios are taken care by the Vice-principal. The Vice-principal's functions as the convenor of Placement and Career Guidance Cell from his chamber. Various companies are contacted and invited for the placement of our students and various soft skill training programmes are conducted. The cell is well furnished with a computer, laptop and internet facility.

- Health care unit: General medical check up is conducted in the auditorium as around 12 doctors, 4 in each group would provide medical service to our students. A room with first aid facility is available on the campus.
- Canteen : A good canteen facility on the ground floor is available at a subsidized price. Tasty and hygienic food is served here. Canteen follows plastic free culture.
- Counseling cell: The college provides counseling services through the counseling cell. Dr.Lakshmi Devi .S.A is the trained counselor of the institution. Earlier Psychology lab was used for counseling of the students. Now due to the partial demolition of the building to facilitate metro rail work, the counselor counsels the students either in the library or in any of the vacant classrooms after the class hours.
- Recreational spaces for staff and students: The physical education instructor is in charge of sports club of the college. Sports equipments are kept in the sports room. Staff and students can use the sports materials during leisure hours. For indoor games such as chess etc., any of the vacant language classrooms Throw-ball and kho kho practices are done on the quadrangle available on the campus. Inter collegiate throw-ball tournament is conducted on the college campus.

## **4.2 Library as a Learning Resource**

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

Yes, the library has an Advisory Committee. The Committee with the Principal as Chairperson, the librarian as the Co-chairperson and representatives from various departments as members take initiation in framing the library rules and regulations and improvement of the library.

#### Library Advisory Committee:

Principal	Chairperson
Librarian	Co-chairperson
HOD's of all Departments	Members
Assistant Librarian	Member

The Library committee plays an active role in ensuring purchase and use of current titles, important journals and other reading materials. The following are the responsibilities of the Advisory Committee:

- To create awareness among the students about the library services.
- There is consultation of individual subject teachers at the time of purchase of important subject books and journals.
- To allocate UGC funds to various departments for the purchase of text books, reference books, journals, reading materials etc.,
- To work for the overall development of the library.
- The initiatives taken by the Library staff to inform faculty and students about the latest acquisitions on “New Arrival” rack placed at a vantage position
- The latest editions/publications are displayed for a month before being inducted into the rack.

#### 4.2.2 Provide details of the following:

- \* Total area of the library (in Sq. Mts.)
- \* Total seating capacity
- \* Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

- \* Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

Total seating capacity

Students 35 and staff 6

Working hours

on working days– 7 ½ hours

on holidays – closed

before examination days– 7 ½ hours

during examination days– 7 ½ hours

during vacation– 7 ½ hours

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

Library Holdings	Year -1 2008-09		Year – 2 2009-10		Year – 3 2010-11		Year – 4 2011-12	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Reference Books	60	13967	32	22359	15	2462	114	34181
Journals/ Periodicals	16	16729	08 21	10021 46350	14	30223	10	29505

e-resources			21	Free With books	14	Free With books	17	6593
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The catalogues of leading publishers serve as references before placing orders. The Librarian and the members of the Library committee make conscious efforts to go through Book Reviews in important newspapers and magazines before placing orders for current titles. Curriculum based books are purchased on recommendations by the concerned department. The amount spent during the last five years in respect of purchase of books and journals are as follows:

1. UGC - Rs 83,216/- for books Rs 25,000/- for journals
2. Management -Rs.52986/- for journals

Year	Acc.No From To	Total No. of Books Purchased	Managemen t	U G C	Amount Spent	
					Mangt.	UGC
2004-05	21135 - 21909	775	350	425	28,932 + 75000	
2005-06	21910 - 22723	814	814	---	80088/-	



2006 - 07	22724 - 24102	1378	1378	---	1,50 ,594/-
2007-08	24103 - 24457	355	355	---	34626.50/-
2008-09	24458 - 25300	843	267	576	29584 +70000

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

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

NO

- \* Library automation

Partly automated

- \* Total number of computers for public access

2

- \* Total numbers of printers for public access  
1
- \* Institutional Repository  
1
- \* Content management system for e-learning  
NO

4.2.5 Provide details on the following items:

- \* Average number of walk-ins
  - \* Average number of books issued/returned
  - \* Ratio of library books to students enrolled
  - \* Average number of books added during last three years
  - \* Average number of login to opac (OPAC)
  - \* Average number of login to e-resources
  - \* Average number of e-resources downloaded/printed
  - \* Number of information literacy trainings organized
  - \* Details of “weeding out” of books and other materials
- 
- \* Average number of books issued/returned is 250 books weekly
  - \* Ratio of library books to students enrolled is 1:2
  - \* Average number of books added during last three years

2009-10	2010-11	2011-12	2012-13
843	564	870	351

4.2.6 Give details of the specialized services provided by the library

- \* Manuscripts
- \* Reference
- \* Reprography
- \* ILL (Inter Library Loan Service)
- \* Information deployment and notification (Information Deployment and Notification)
- \* Download
- \* Printing
- \* Reading list/ Bibliography compilation
- \* In-house/remote access to e-resources
- \* User Orientation and awareness
- \* Assistance in searching Databases
- \* INFLIBNET/IUC facilities
- \* Reference  
Old students will be permitted to the library for reference
- \* Reprography  
Reprography is available in library
- \* ILL (Inter Library Loan Service)  
Books are issued to old students on deposit base with Principal permission
- \* Download  
Occasionally on demand
- \* Printing  
Printing is available in Library

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

- There is a Chief librarian with two additional staff to assist the students to use the library.
- The students are encouraged to come to the library during leisure hours and read the books, newspapers and magazines .
- Novels are also issued to the students to encourage reading habits.
- Photo copies are provided for the students without any delay.
- Multiple copies of books in more demand are kept to cater to the demand of the student.
- Extra book facility is provided for the underprivileged SC/ST students.
- Audio cassettes and CD's are provided for visually challenged students.
- Students are also permitted to browse the old newspaper on need base.
- Students are also encouraged to borrow reference books and prepare their notes in the library.
- Neatly bound previous years question papers are also available for the reference of the students in the library.

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

- The visually and physically challenged students are encouraged for the independent use of library.
- Braille text books and reference books are available in the library.
- Audio CD's and cassettes are kept in the library.

- A computer with e-text, head phones and speakers are provided for the visually challenged students.
- Peer assistance is encouraged for reading out the text and canting the notes.

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

No. In future we are planning visitors Box

### 4.3 IT Infrastructure

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

- Number of computers with Configuration (provide actual number with exact configuration of each available system)
  - Computer-student ratio
  - Stand alone facility
  - LAN facility
  - Licensed software
  - Number of nodes/ computers with Internet facility
  - Any other
- Latest configured HP Intel core TM 2 DUO CPU 6750 @2.66GHz,1.96 GB of RAM,250 GB HDD,DVD writer drive , HP 17” TFT Color Monitor, Battery Back up is provided for all the computers.

- The computer-students ratio is 1:1. Though there are only 40 computers to cater to the needs of 250 students, the computers are provided for each student to work independently by forming batches at staggered timings.
- Local Area Network [LAN] facility is in college office and in computer lab.
- The office administrative activities like examination, finance and other office works are carried out with the help of computers.
- The number of computers in the office is 8 and printers are 4.
- The placement cell is also given a computer with latest configuration to maintain a record of students participated in the interviews and their selections.
- The soft wares are Windows XP, Tally, MS-Office and college automation software.

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

Online and Internet facility is available in the library. The students have free access to internet during their free hours. The staff have an access to in the library, computer lab, office and NAAC room. The MBA block of the institution has Wi-Fi free internet access is there in MBA block even to the mobiles.

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

- The institution has 5 classrooms equipped with UPS, projector, speaker and screen to facilitate PPT presentation in the classrooms.

- There are plans of making all the classrooms technology based.
- Shortly more computers with internet facility for students benefit will be installed in the library.
- Plans to download needed references on the desktop is being made.
- Plans to equip the staff room with computers is being done.
- CD's of teaching/learning materials are bought and kept in the library on demand and need base.

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

Annual maintenance contracts for all computers and accessories are maintained with a provision made in the annual budget under the head repairs and servicing. Amount varies from year to year. A person on the roll is in charge of maintenance throughout the year. Recurring and incidental expenses are met by management.

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

- The institution provides all the support and encouragement for extensive use of ICT resources and computer- aided teaching/learning materials.

- Five classrooms are equipped with UPS , screen and projectors for power point presentations
- Two laptops are available for the teachers for teaching/learning purpose
- Audio Video CDs are available in the library.
- Teachers are encouraged to practice innovative methodologies so that needed support could be provided from the office.

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

- The students are encouraged to present papers with power point presentation
- The students are guided regarding the websites and other references
- The students can type their study materials in the computer lab
- There is free access for the students to meet their teachers during leisure time
- The teachers also guide and assist the students with reference books.
- Extra coaching is given on need base

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

NO



#### 4.4 Maintenance of Campus Facilities

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

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

Annual maintenance contracts for all computers and accessories are maintained with a provision made in the annual budget under the head repairs and servicing .The amount varies from year to year. A person on the roll is in charge of maintenance throughout the year. An estate officer is appointed for the building maintenance of the institution. Recurring and incidental expenses are met by management.

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

As mentioned in the Answer for the question 4.4.1

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

As mentioned in the Answer for the question 4.4.1

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment( voltage fluctuations, constant supply of water etc.)?

As mentioned in the Answer for the question 4.4.1

## CRITERION V: STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Mentoring and Support

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

The institution annually publishes its updated prospectus, student manual and college magazine.

**Prospectus:** The prospectus of the institution provides information about the motto, the Vision and Mission of the college. It also briefs the profile of the institution, Board members of the Management , Faculty members , Non-teaching staff , Course options , Extension programs of the institution , Admission process, Extracurricular activities with photographs and the facilities available in the college.

**College Magazine :** "Sougandhi" the college magazine provides exclusive information on the student activities along with the articles written by the Students in Kannada, English and Hindi. The annual reports on sports, cultural and Educational activities along with colorful photos of the events are published.

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

Yes, the institution provides financial aid through welfare funds to the needy and the deserving students. This amount is disbursed every year during the Annual Day Programme

<b>Financial Aid</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-2011</b>
Vidyarthi Kshemabhivruddi Nidhi	3,100	-	-
Endowment Prizes:	18,625	24760	22,000
Student Teacher's Fund:	25,884	13788	6,270

Incentives for Sports Students. : The students interested in sports and achievers in sports field are encouraged to practice and participate in various sport activities, competitions and tournaments by providing conveyance charges and food. Sports track-suits with college logo and sports shoes are provided.

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

Yes, the institution provides financial aid through welfare funds to the needy and the deserving students.

<b>Sl.No.</b>	<b>Year</b>	<b>Total Strength</b>	<b>Sanctioned</b>
<b><u>POST-METRIC SCHOLARSHIP</u></b>			
1	<b>2009-2010</b>	717	16
2	<b>2010-2011</b>	710	13

	<b>GENERAL SCHOLARSHIP</b>		
1	<b>2009-2010</b>	717	1
2	<b>2010-2011</b>	710	3
3	<b>2011-2012</b>	658	1
	<b>SC/ST SCHOLARSHIP</b>		
1	<b>2009-2010</b>	717	46
	<b>2010-2011</b>	710	
	<b>2011-2012</b>	658	8
	<b>2012-2013</b>	633	11
	<b>POST-METRIC SCHOLARSHIP</b>		
1	<b>2009-2010</b>	717	16
	<b>2010-2011</b>	710	13
	<b>2011-2012</b>	658	8
	<b>2012-2013</b>	633	16
	<b>SANCHI HONNAMMA SCHOLARSHIP</b>		
1	<b>2009-2010</b>	717	22
	<b>2010-2011</b>	710	5
	<b>2011-2012</b>	658	9
	<b>2012-2013</b>	633	5
	<b>GANGMEN SCHOLARSHIP (SC/ST)</b>		

1	<b>2009-2010</b>	717	1
	<b>2010-2011</b>	710	5
	<b>2011-2012</b>	658	3
	<b>GENERAL FEE-CONCESSION</b>		
1	<b>2009-2010</b>	855	27
	<b>2010-2011</b>	710	17

#### 5.1.4 What are the specific support services/facilities available for

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

The specific support services/facilities available for

- a) Students from SC/ST,OBC:- The socially backward students are given concessions in fees at the time of admission.. The institution has set up ‘Abhay Cell’ to conduct remedial classes and special coaching for socially backward students.
- b) Economically-weaker :- The students from economically weak backward are encouraged to continue their education by facilitating them to pay the fees in installments. The faculty also take the initiative in paying the fees of the students, which is kept confidential. Economically backward meritorious student are given the benefit of scholarships.
- c) Students with physical disabilities:- The institution also shows interest in admitting differently abled students. Lift facility is provided for such students. Scribe is provided for visually impaired during exams. To facilitate the students who have mobility problems, the institution helps the students to attend the classes by shifting the classrooms to the ground floor. Government scholarship for differently abled is given. Extraordinary performance in academic and non-academics is endowed with special prizes. Philanthropists provide financial assistance to facilitate education of such students.
- d) Overseas students: at present we don't have any overseas student studying in our institution.
- e) Students to participate in various competition/National and International: Conveyance charges are paid and a teacher is made to accompany the students

when the students represent the college in various activities, accordingly attendance is also provided for the same.

- f) Medical assistance to students: Health care, health insurance etc., for the students are provided. The benefit of General Insurance in case of accidents etc. is provided. Students with major health problems like cancer are provided financial assistance by pooling in money by the teachers, students, alumni members, philanthropists etc.,
- g) Support for slow learners: Remedial Coaching classes are conducted under UGC merged scheme for slow learners. Teachers after the class hours or during leisure hours provide extra coaching for the students on demand and need base
- h) Organizing coaching classes for competitive exams: Coaching classes for bank exams and others competitive exams are given regularly for the interested students. Mr. Vasudev Rao a retired official from SBI trains the students.
- i) Skill development (spoken English, Computer literacy, etc.): Language Development Training Programme and Personality Development Programmes are conducted for all the students during vacation. Tailoring and Embroidery and soft toys making classes are also conducted for the interested students.
- j) Exposure of students to other institutions: Students are encouraged to take part in the intercollegiate/university/national/state level competitions. Students also take part in the workshops and seminars conducted by other institutions and organizations.
- k) Publication of student Magazines : "Sougandhi", the college magazine provides exclusive information on the student activities along with the articles written by the Students in Kannada, English and Hindi. The annual reports on sports, cultural and educational activities along with colorful photos of the events are published.



A magazine committee with an editorial board consisting of the Principal as chief editor and lecturers as members is formed to provide a platform for the students to showcase their writing skills. The editorial board motivates the students to write articles, poems, short stories, plays, etc. The contribution of the students is scrutinized and the best articles are selected. Outstanding achievements of the students, the activities of the college, photographs of students activities are published in the magazine "Sougandhi". A copy of the magazine is distributed to all the students.

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

To facilitate entrepreneurial skills workshops/seminars and Guest lectures are conducted to provide an exposure to the students regarding the avenues available in this field.

- Some of the speakers who have addressed our students are Ms.Dhanvantri from 'AWAKE' organization, Sri.Shivanna, Director of RUDSET, Bangalore and others.
- Students are encouraged to present papers on Women Entrepreneurs, Entrepreneurial skills etc.,
- Talks on financial assistance for education and entrepreneurship was conducted by SBI training centre
- Motivational talks on 'Born to Win' with video clippings was organized.
- To encourage economically backward as well as skilled students, the institution has permitted students to exhibit and sell their products after class hours.
- The teachers extend a helping hand for such students by buying these products or connecting them to the buyers.

- The institution also plans to hold an exhibition cum sale to provide a wider compass of entrepreneur experience for the students.
- Certificate course in Tailoring is conducted for the students.

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

\* additional academic support, flexibility in examinations

\* special dietary requirements, sports uniform and materials

\* any other

As the institution aims at holistic development of the student, it encourages and supports the students to take part in extracurricular and co-curricular activities by extending the following facilities

Sports activities:

- Students good at sports are required to register their names with the physical director.
- After the class hours the students are trained in Kho Kho and Throw Ball by outsourced trainers.
- Our students are winners of Bangalore University Kho Kho tournament 2012-2013
- Special training is given for the students participating in Intercollegiate, State and National level tournaments
- Such students are supported by the following facilities
  - Food during practice
  - Conveyance charges
  - Track suits with college logo
  - Sports shoes
  - Incentives from the teachers

- Group insurance Benefit in case they meet with any accident
- Flexibility in the attendance and examination is shown
- Sports students are accompanied by their physical director or sports secretary when they go to participate in the tournaments off the campus

Cultural activities:

- Our students have brought laurels to the college by participating in variety of Inter collegiate/University and State level activities.
- Students are provided with conveyance charges.
- Flexibility in examination and attendance is shown
- A teacher accompanies the students when they participate in the competitions off the campus .

Sl. No	Name of the student	Class	Competition	Venue	Prizes won
1	Savitha.K	III B.com	Folk Song	Anupama College, Bangalore	First
2	Savitha.K	III B.com	Devaranama	ISCKON Bangalore	Consolation
3	Bhavya.S.L	III B.com	Debate	Anupama College, Bangalore	First

4	Bhavya.S.L	III B.com	Pick & Speak	Anupama College, Bangalore	Second
5	Bhavya.S.L	III B.com	Debate	ISCKON Bangalore	Consolation
6	Bhavya.S.L	III B.com	Extempore	ISCKON Bangalore	Second
7	Bhavya.S.L	III B.com	Debate	National College	Consolation
8	Bhavya.S.L	III B.com	Debate	Karnataka Ithihaasa Academy	Consolation
9	Poonam.R	III B.com	Pick & Act	Anupama College, Bangalore	First
10	Poonam.R	III B.com	Debate	Anupama College, Bangalore	Third
11	Poonam.R	III B.com	Debate	Bangalore University Center for Gandhian	Second

				Study	
12	Swathi.M	III B.com	Best Manager	Sindhi College	First
13	Swathi.M	III B.com	Geetha Shloka Chanting	ISCKON	Third
14	Swathi .M	III B.Com	Dumb Charades	ISCKON	Consolation
15	Swathi .M	III B.Com	Jam	ISCKON	Special Prize
16	Vasavi	III B.Com	Dumb Charades	ISCKON	Consolation
17	Srishti Group	-	Music	Anupama College, Bangalore	First
18	Srishti Group	-	Folk Song	BNM College	Second
19	BBM Group	BBM	Group Dance	Dance Bhavan Institution	First
20	BBM Group	BBM	-----	PES College	Rolling Shield

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

Students who opt to appear for competitive examinations are encouraged and supported by the institution by providing guidance and books for reference from the library

Coaching classes for Bank Recruitment exams are conducted regularly for the interested students.

Sri.Kolar Vasudeva Rao, a retired , Senior Manager from SBI trains the students.

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

Counseling cell:-

Counseling by the trained counselor Dr.Lakshmidevi , HOD of History Department to boost the confidence level of the students is provided for the students.

Name of the Counsellor	Department	Trained under
Dr.Lakshmidevi	History	Bangalore University

Counseling cell has also taken the responsibility of assisting weaker students in various matters. This practice helps the slow learners, students with problems

and weak students to overcome their weaknesses. The psychological problems are tackled in a methodical, scientific manner using expertise.

**Academic Counseling:**

Academic counseling is given to the students by all the subject teachers and Class Teachers. The Class Teachers interact with the students either in groups or individually to know their problems. The poor performance, inattentiveness in the class and irregularity of the students make the subject teachers interact with the students individually and help them to solve their weakness. The students are at liberty to meet their teachers during leisure time to solve their academic problems as well as personal problems.

**Personal Counseling:**

The students who lack confidence or lack inter personal relationship skills, students who have learning problems due to health problems are provided with the services of Counseling cell. Dr. Suryarekha , Head of the Department of Psychology and the trained counselor Dr.Laxmidevi, HOD of History help the students to brave the challenges in life. Apart from the counseling cell, all the teachers help the students in tackling their academic as well as personal problems. Informal counseling is also provided by the teachers as there exists a good rapport between the teachers and the students.

The details of service provided by the counseling cell during the academic year 2009-10 include both the academic and personal problems of the students are listed below.

Anxiety	Academic Problem	Stress/depression	Lack of understanding between family members.	Suicidal tendencies.
10	25	10	04	02

**Career Counseling** :- Sri.Sreekanteswara ,HOD of Commerce is the Convenor of Career Guidance & Placement Cell. Informal meetings are held with the Principal and the management whenever required. Apart from conducting talks and training for the students to face the interviews, organizing campus selection is the major task of the cell.

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

The institution has the **Career Guidance and Placement Cell** which are instrumental in boosting the efficiency of the students to equip themselves competently to face the challenges of life.

**The Career Guidance-Placement Cell** : This cell is proactive in guiding and providing job opportunities for the students. The placement cell of the institution functions efficiently under the convenorship of the Vice-Principal Sri. Sreekanteshwara , Senior faculty member of the Department of Commerce. The cell creates an awareness among the students regarding the job opportunities and the current requirements of the job market. The cell also enlightens and trains the students about facing the interviews and getting selected in campus recruitments. The Soft Skill Training Programmes conducted by the management also contribute in instilling confidence and training students for placement.



The following chart shows the Placement services provided for the Student.

Particulars	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
No.of. Companies	DSL Software	Trans Works Ltd.,	Trans works	IBM	Tycoo	IBM	Infosys	Career Net
No.of.students placed.	2	9	7	2	4	6	17	4
No.of.Companies		Cross Domain	IBM	24/7	Due to Recession campus selection was not conducted.	People Pro	Global Fides	Job Corp
No.of.students placed.		4	8	1		4	12	5
No.of.Companies		Career Plan	Deutsche Bank	Cambridge Solutions				Knea Company
No.of.students placed.		4	31	4				2
No.of.Companies		Techno Acquisition (INC) (Unit of HSBC)	Air Tel services	J.B.Morgan				TCS
No.of.students placed.		44	14	1				2
No.of.Companies				Infosys				Greet Technology

No.of.stude nts placed.				20				2
No.of.Comp anies				E & Y				
No.of.stude nts placed.				2				
<b>Total</b>	<b>2</b>	<b>61</b>	<b>60</b>	<b>30</b>	<b>4</b>	<b>10</b>	<b>29</b>	<b>15</b>

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

Yes. The institution has a Grievance redressal-cell with the Principal as the convener. The duties of the grievance redressal cell are:-

- To look into the grievances of the students and to provide solution for the same.
- The grievances could be in the written form or oral. The students can drop their problems into the suggestion box.
- The grievances are discussed during the committee meetings and a solution sought.
- The major grievances redressed during the year 2007-08 are:
- A student had complained that her result was not declared.
  - Redressed ; The liaison officer Sri Muralidhara was informed about the same and the needful was done .
- The students requested for extra fittings of fans in the class rooms.
  - Redressed : After the approval by the management extra fans were fixed in the classroom numbers 212 and 213

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

harassment?

The institution has a cell constituted for the prevention of sexual harassment and anti-ragging cell. The following are the members of the cell.

Sl.No.	Names of the teachers	Designation
1.	Dr. Namitha M.G.	Principal
2.	Prof. Sreekanteshwara K.S.	Vice-Principal
3.	Prof.Chandrakantha	SGL

The cell also informally collects information from the fresher about ragging and other problems and directs the students to drop their suggestions and problems into the suggestion box. The SSTP, LDP and Personality Development Programs for the freshers enlighten and guide the students about such problems.

The institution is a women's institution except for B.B.M. wing. The counseling centre at the college is mainly for women students. During the counseling, the students are also guided to tackle sexual harassment problems. These sessions improve the confidence level of the students and help them to accept the problems in life as challenges.

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

Yes. This is taken care of by the Anti-Ragging and Sexual Harassment Cell. Periodic review meetings usually examines if any grievances are possibly noticed by any of the committee members

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

Yes, the institution provides financial aid through welfare funds to the needy and the deserving students.

<b>Financial Aid</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-2011</b>
Vidyarthi Kshemabhivruddi Nidhi	3,100	-	-
Endowment Prizes:	18,625	24,760	22,000
Student Teacher's Fund:	25,884	13,788	6,270

Sl No	Name of the Alumni	Portfolio
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Incentives for Sports Students. : The students interested in sports and achievers in sports field are encouraged to practice and participate in various sport activities, competitions and tournaments by providing conveyance charges and food. Sports track-suits with college logo and sports shoes are provided.

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

The Alumni Association actively takes part in the activities of the college. The current office bearers of Alumni Association are:

1	Ms. Sapna	President
2	Ms. Uma	Vice-President
3	Ms. Swathi	Secretary
4	Ms. Asha	Joint Secretary

Association Activities during the last two years:

Alumni Association meets yearly once or twice a year. On 24<sup>th</sup> October 2009 the meeting was held along with a few activities for the aluminous , which includes Ice Breaker and Quiz competition. 110 students participated.

Alumin Association members also take an active part in sponsoring education for the underprevilged students.

The alumni also provide financial assistance for the students with major health problems.

Divya.N, a I Semester B.Com students had to get her left leg amputated due to cancer.During this time of crisis, the student was provided financial assistance and counseling by the alumni members.

## **5.2 Student Progression**

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

<b>Student progression</b>	<b>%</b>
UG to PG	<b>15</b>
PG to M.Phil.	
PG to Ph.D.	
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	

**STATEMENT SHOWING THE PERCENTAGE OF STUDENTS PROGRESS FROM UG TO PG COURSE**

YEAR	COURSE	TOTAL NO.OF ADMISSION		TOTAL NO.OF PASSED		TOTAL NO.OF. STUDENTS P.G. COURSE		PERCENTAGE OF STUDENTS PROGRESS
<b>2005</b>	B.COM.	200		127		M.COM.	5	<b>12%</b>
	B .A.	58	<b>299</b>	27	<b>165</b>	M.A.	5	
	BBM	11		11		MBA	10	
<b>2006</b>	B.COM.	138		114		M.COM.	9	<b>12.40%</b>
	B.A.	37	<b>190</b>	27	<b>153</b>	M.A.	3	
	BBM	15		12		MBA	7	
<b>2007</b>	B.COM.	175		159		M.COM.	9	<b>17.40%</b>
	B.A.	35	<b>225</b>	24	<b>206</b>	M.A.	2	
	BBM	25		23		MBA	25	
<b>2008</b>	B.COM.	176		137		M.COM.	5	<b>5.60%</b>
	B.A.	44	<b>249</b>	29	<b>193</b>	M.A.	2	

	BBM	29		27		MBA	4	
<b>2009</b>	B.COM.	173		118		M.COM.		<b>2.70%</b>
	B.A.	58	<b>272</b>	41	<b>222</b>	M.A.		
	BBM	41		33		MBA	6	
<b>2010</b>	B.COM.	180		137		M.COM.	13	<b>25.40%</b>
	B.A.	44	<b>238</b>	34	<b>185</b>	M.A.	19	
	BBM	14		14		MBA	15	
<b>2011</b>	B.COM.	217				M.COM.	22	
	B.A.	35	<b>662</b>			M.A.	1	
	BBM	14				MBA	5	
<b>2012</b>	B.COM.	208				M.COM.	4	
	B.A.	17	<b>225</b>			M.A.	2	
	BBM	-				MBA	8	
						MSC.	2	
						MFA	1	

On an average 15 % of the students continue their studies.

The following table highlights the list of students who are pursued higher studies

2007-08

Sl.No	Name of the student	Course
1	Prema Kumari .K.N	MBA
2	Malathi .C.D	MBA
3	Sindhu Mohith .N	MBA
4	Basanathi Goswamy	MBA
5	Shobharani.S	M.Com
6	Pushpalatha.P	M.Com
7	Bharathi.M	MBA
8	Roopa.G	MBA
9	Indumathi .R	MBA
10	Swapna.B.P	M.Sc.,
11	Sandhya.B	MFAM
12	Anusha	MBA
13	Veena.B.N	Pharmacy
14	Manjula.N	M.Com
15	Vidya.P.C	M.Com
16	Shobha .M	MBA
17	Shilpa.S	MA
18	Deeparani.R.	M.Sc.,
19	Shanashree.B.S	M.S.W
20	Nanda.A	M.Com



21	Rajalakshmi.B.V	MBA
22	Deeparani	MSC
23	Sandhya .B	MFAM
24	Shilpa.S	M.Com
25	Nirmala Fakeerappa	MBA
26	Mamatha.s	MBA
27	Latha.N.S	LLB
28	Hamsa.B.K	M.A
29	Shilpa.N	MSC
30	Shivarahnamma	Nursing
31	Mokshayini	MBA
32	Deepashree	MBA
33	Latha.D	MBA
34	Sowmya.N.S	M.Com
35	Nandini.R.	M.Com
36	Neelima O.M	MBA
37	Bhagyalakshmi	Teacher Training
38	B.P.Sultana	Teacher Training

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

the same institution and that of the Colleges of the affiliating university within the city/district.

Pass percentage of our college is good. In some of the subjects there is considerable increase in the Pass Percentage and marks scored by the students. The graphs of Pass percentage of respective subjects is shown in Evaluative Report.

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

The students who wish to pursue their education after degree consult the subject teachers and discuss their passion. The teachers guide them in selecting their subjects and future prospectus. All this is done informally. Students pursuing higher studies are also assisted with the book facilities from the library on need base.

Career Guidance and Placement Cell is proactive in guiding and providing job opportunities for the students. The placement cell of the institution functions efficiently under the convenorship of the Vice-Principal Sri. Sreekanteshwara , Senior faculty member of the Department of Commerce. The cell creates an awareness among the students regarding the job opportunities and the current requirements of the job market. The cell also enlightens and trains the students about facing the interviews and getting selected in campus recruitments. The Soft Skill Training Programmes conducted by the management also contribute in instilling confidence and training students for placement.

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

Though there are dropout cases in the institution, girl students are encouraged to continue their education even after getting married during the course period.

- The parents of the students who intend to dropout are counseled .
- The facility of fee payment on installment basis is provided for students who intend to dropout due to financial problems.
- The faculty members help students to cope with their studies by providing notes and extra books on need base.
- At times the faculty members provide financial aid to the economically backward students who would otherwise discontinue their education.
- Students with health problems are given attendance benefit on basis of medical certificate.

### 5.3 Student Participation and Activities

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

For the holistic development of the students the institution has Student Welfare Association, Clubs, NSS unit and Sports activities.

(a) Students Welfare Association : The Students Welfare Association starts functions under the guidance of Student Welfare Officer N.Anitha Kumari from department of Computer Science. The activities of Student Union by conducting elections during the beginning of the academic year. The elected office bearers for the year 2012-13 are:

Sl No	Name of the student	Class	Portfolio
1	K.S.Ranjitha	B.Com	President
2	Asha.D.S	B.A	Vice President
3	Anjali.R	B.Com	Secretary
4	Meghana.M	B.Com	Joint Secretary

The student union organizes various competitions to provide a platform for the students to exhibit their talents. Some of the competitions are :

Sl No	Name of the competition
1	Dance
2	Singing
3	Fashion Show
4	Essay
5	Mehandi
6	Hair Style
7	Rangoli
8	Nail Art
9	Debate
10	Pencil Sketching

To instill the competitive spirit among the students the institution conducts inter-class competitions and inter-collegiate competition. The students are motivated and encouraged to participate in the inter collegiate competition. The prizes won by the students in the inter collegiate competitions during the year 2009-10 are:

Sl. No	Name of the student	Class	Competition	Venue	Prizes won
1	Savitha.K	III B.com	Folk Song	Anupama College,	First

				Bangalore	
2	Savitha.K	III B.com	Devaranama	ISCKON Bangalore	Consolation
3	Bhavya.S.L	III B.com	Debate	Anupama College, Bangalore	First
4	Bhavya.S.L	III B.com	Pick & Speak	Anupama College, Bangalore	Second
5	Bhavya.S.L	III B.com	Debate	ISCKON Bangalore	Consolation
6	Bhavya.S.L	III B.com	Extempore	ISCKON Bangalore	Second
7	Bhavya.S.L	III B.com	Debate	National College	Consolation
8	Bhavya.S.L	III B.com	Debate	Karnataka Ithihaasa Academy	Consolation
9	Poonam.R	III B.com	Pick & Act	Anupama College, Bangalore	First

10	Poonam.R	III B.com	Debate	Anupama College, Bangalore	Third
11	Poonam.R	III B.com	Debate	Bangalore University Center for Gandhian Study	Second
12	Swathi.M	III B.com	Best Manager	Sindhi College	First
13	Swathi.M	III B.com	Geetha Shloka Chanting	ISCKON	Third

This holistic development of the students is achieved through various clubs and other activities.

- The students are continuously encouraged to participate in essay competitions, debate, quiz, elocution (both collegiate and inter-collegiate) seminars, workshops, guest lectures, field visits, personality development programs, club activities to develop a competitive spirit by the Students' Union.
- Personality Development Program like 'Sadguna Sadhana' helps the students in broadening their views and thoughts, inculcating human values and learning to relate

and deal with others. The students are also encouraged to participate in the personality development program 'Hanathe' organized by a volunteer organization Vivekahamasa.

- Social values with practical knowledge are imparted for the students by our NSS unit. The social responsibility is inculcated in our students through their active participation in social work such as organizing blood donation camps, visits to the orphanages, old age homes and collecting funds at the time of natural calamities. The annual camps conducted by NSS unit provides a platform for the students to be eco-friendly, to imbibe leadership qualities and co-operative living.
- Yoga and meditation classes conducted by the Pathanjali Club after the class hours not only cater to the physical health and spiritual quest of the students but also provides tips on Health care and Ayurveda for Arogya .
- Sneha Club plays a vital role in helping the needy and interested students to earn while they learn.
- Enlightening students on Women's rights and Legal rights are done by Jagruti Club contributing to empowerment of our students.
- The embroidery, doll making classes also contribute in adding a new dimension to the personality development of the students through Koushalya Club.
- The needed exercises and rigorous training to excel in sports activities is provided by the Sports Committee.
- The Magazine Committee caters to the writing skills of the students and provides an opportunity to express their views.

- Counseling Cell caters to the need of the students with learning problems in increasing their confidence level and helping them to tackle their problems of examination phobia.
- Abhay is a forum which provides extra coaching for the students who belong to the Reserved category.
- Celebration of Vivekananda Jayanthi, lectures by senior monks , book exhibition-cum- sale by Ramakrishna Ashram help the students in quenching their spiritual quest.
- National festivals like Republic Day, Independence Day, Gandhi Jayanthi are celebrated to sow the seeds of nationalism and patriotism.
- Ethnic Day is celebrated to make the students culture conscious.
- Entertainment Committee provides a platform to the students to exhibit their talents during the college programs.
- Student Welfare Officer helps in identifying the talents of the students and providing a platform to compete in the inter-collegiate, state and national level competitions.
- Placement Cell provides career guidance and organizes campus interviews providing placements for the students and helping them to be self reliant.
- To refine soft skills of students, management organizes Soft Skill Program such as Language Development Program and Personality Development Program every academic year.



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

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

**Feed back from students:** Yes. The institution uses various data and information obtained from the feedback, in decision making and performance improvements. The Principal once in a year that is at the end of every academic year collects the feedback from the students.

At the end of every year, a feed back questionnaire is given to the students to facilitate them to express the teacher's competency in reaching out to students. This feedback is collected personally by the Principal and later discussed with the respective individual teachers. This method helps teachers to modify their teaching methodology.

**Feed back from Alumni Association:** During the meetings of Alumni, informally feedback form the old students is collected. Old students are also encouraged to suggest best practices to be implemented in the institution.

**Feed back from employers:** Management convenes meetings of the teachers and discusses the students and teachers performance. The teachers are required to provide a Powerpoint Presentation of their yearly achievements, performances, plans etc to the management . A feedback report on collective as well as individual performance is given to the principal.

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

Soughandi is the college Magazine which is brought out annually. The students are encouraged to write stories articles, essay in English , Kannada, Hindi, and Sanskrit. Art and drawings of the students are also printed in the magazine. The students are encouraged to display their writings drawings, colorings etc., on the notice board.

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

Yes, the institution has Students' Welfare Association. A teacher is nominated as a Student Welfare Officer (SWO).

The student representatives are elected by the students. Elections are conducted for the post of President, Vice President, Secretary and Joint-Secretary. The class Representatives are elected at the class level election. Voting

is always done through a secret ballot voting system. A committee of teacher formed for counting will count the ballot papers in the presence of the Principal, Vice- Principal, SWO and the contestants. The contestant who gets the majority of votes is considered as winner.

The office bearers for the year 2007-08, 2008-09 and 2009-10 are

Sl.No	Name of the student	Class	Portfolio
For the year 2007-08			
1	Chetha.K	IIIBBM	President
2	Rakesh	III BBM	Vice President
3	Chitra	III B.Com	Secretary
4	Kavitha	III B.A	Joint Secretary
For the year 2008-09			
5	Uma.R	III B.Com	President
6	Manikanta	III B.B.M	Vice President
7	Swathi.M	II B.Com	Secretary
8	Nagaraj Hegde	III B.B.M	Joint Secretary
For the year 2009-10			
9	Swathi.M	III B.Com	President
10	Srinivas.C	III BBM	Vice President
11	Rachana.K.M	II B.Com	Secretary
12	Anukishan	II B.Com	Joint Secretary

The major activities of the student council are:

- Celebrating Teachers' day
- Celebration of Gandhi Smaran
- Celebration of Sadbhavana Day
- Celebration of Independence Day
- Celebration of Republic Day
- Organizing Annual Day
- Organizing Prize Distribution Day
- Conducting various competitions
- Collection of funds in times natural calamities
- Motivating students to participate in various inter-collegiate and intra competitions.
- Encouraging students to participate in the workshop/seminars conducted by other colleges and organizations.
- Participating in rallies organized against social evils.
- Students participate in various NSS activities.

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

For the smooth conduct of academic co-curricular activities various committees like Sneha Club, Pathanajali Club, Abhaya, Students Welfare Committee ,NSS, Entertainment committee are formed. The concerned teachers chalk out a program for the year. The Student Union Representatives assist in organizing activities like fest, inter-collegiate matches, inter-class competition etc.,

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

- Alumni and former faculty of the Institution are contacted through e-mails/SMS or telephone. Invitations for the college programmes are sent through bulk message
- Former faculty members are invited for guest lectures
- Invitations are sent for all the major programme organized in the institution for the Alumni and former faculty members who actively participate in most of our programmes.

## CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 Institutional Vision and Leadership

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

Vision: Educate, Equip, Enable.

- To educate and empower students of less privileged sections of the society through value based education.
- To equip women beyond the knowledge of text books through discipline, grooming and spiritual conscience to be efficient and self-sufficient.
- To enable the students to be good citizens with positive attitude and social concern through academic excellence to brave the global challenges.

Mission:

- To make education affordable to less privileged sections of the society.
- To empower students through value based education to face the challenges of the competitive world.
- To facilitate students to develop positive outlook and patriotism.
- To provide the best education through the best practices.

a) The Vision and Mission of the institution is in harmony with the stated objectives of the higher education policies of the nation. The Management members, Principal, the faculty members all work in consonance to achieve the goals and objectives of the institution. The Vision is to provide education to women folk irrespective of caste, creed or community and moulding their personalities through holistic development. The

institution has been catering to the needs of women's education especially for the socially and economically under privileged women. Education in a congenial atmosphere is imparted to the students which takes them a long way in making them physically, intellectually, socially , morally and spiritually strong.

b) This holistic development of the students is achieved through various clubs and other activities.

- The students are continuously encouraged to participate in essay competitions, debate, quiz, elocution (both collegiate and inter-collegiate) seminars, workshops, guest lectures, field visits, personality development programs, club activities to develop a competitive spirit by the Students' Union.
- Personality Development Program like 'Sadguna Sadhana' helps the students in broadening their views and thoughts, inculcating human values and learning to relate and deal with others. The students are also encouraged to participate in the personality development program 'Hanathe' organized by a volunteer organization Vivekahamasa.
- Social values with practical knowledge are imparted for the students by our NSS unit. The social responsibility is inculcated in our students through their active participation in social work such as organizing blood donation camps, visits to the orphanages, old age homes and collecting funds at the time of natural calamities. The annual camps conducted by NSS unit provides a platform for the students to be eco-friendly, to imbibe leadership qualities and co-operative living.
- Yoga and meditation classes conducted by the Pathanjali Club after the class hours not only cater to the physical health and spiritual quest of the students but also provides tips on Health care and Ayurveda for Arogya .

- Sneha Club plays a vital role in helping the needy and interested students to earn while they learn.
- Enlightening students on Women's rights and Legal rights are done by Jagruti Club contributing to empowerment of our students.
- The embroidery, doll making classes also contribute in adding a new dimension to the personality development of the students through Koushalya Club.
- The needed exercises and rigorous training to excel in sports activities is provided by the Sports Committee.
- The Magazine Committee caters to the writing skills of the students and provides an opportunity to express their views.
- Counseling Cell caters to the need of the students with learning problems in increasing their confidence level and helping them to tackle their problems of examination phobia.
- Abhay is a forum which provides extra coaching for the students who belong to the Reserved category.
- Celebration of Vivekananda Jayanthi, lectures by senior monks , book exhibition-cum- sale by Ramakrishna Ashram help the students in quenching their spiritual quest.
- National festivals like Republic day, Independence Day, Gandhi Jayanthi are celebrated to sow the seeds of nationalism and patriotism.



- Ethnic Day is celebrated to make the students culture conscious.
- Entertainment Committee provides a platform to the students to exhibit their talents during the college programs.
- Student Welfare Officer helps in identifying the talents of the students and providing a platform to compete in the inter-collegiate, state and national level competitions.
- Placement Cell provides career guidance and organizes campus interviews providing placements for the students and helping them to be self reliant.
- To refine soft skills of students, management organizes Soft Skill Program such as Language Development Program and Personality Development Program every academic year.

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

The Principal with the Internal Quality Assurance cell discusses the developmental measures to be implemented. In the staff meetings the programs are discussed. The faculty members actively contribute in executing the curricular and extra curricular activities.

The principal brings these activities to the notice of the management. During the parents-teachers meet, the parents come to the college to sign the marks card of

the students and they express their views about the activities of the college. The administrative staff is involved in the maintenance of all academic particulars by documenting them. Thus, all the stakeholders to the institution are involved in planning, implementation and evaluation of the academic program to join their hands in imparting the best education.

#### 6.1.3 What is the involvement of the leadership in ensuring :

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

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

Ever supportive and encouraging management members aim at strengthening the society by providing education through holistic development of the student. In this regard, the management members know that teachers play a vital role in moulding the character of students. Hence they motivate the staff by conducting various workshops, which helps to improve the effectiveness of the institutional processes. Faculty Development Program, one day workshops were organized by outsourcing

eminent scholars and educationists. The faculty members are encouraged to attend national and international seminars, conferences and to take up research work. The expenditure of attending the seminars and workshops is sponsored by the management for some lecturers who have approached them. Institutions vehicle is provided for the teachers when they are deputed on office duty. Books, magazines and internet facility are provided to boost their knowledge. Teachers' Day is celebrated by the management by honoring each individual teacher. The teachers are given freedom to conduct departmental activities, seminars and workshops. The teachers achievements are acknowledged and appreciated by the management. Each individual teacher is considered an asset to the institution by the management.

Various committees involve members from different Departments and these members work in harmony towards the common objective of achieving academic excellence. Expertise of faculty of one department is utilized by another department.

**Promoting Co-operation:**

- Heads of all departments along with one of their department representatives take part in the preparation of time-table where resource sharing is on mutual understanding and co-operation.
- Mutual co-operation from all other faculties is drawn in the smooth conduct of different events.
- During the conduct of major events like Inter-collegiate Commerce and Management Fest and College Day celebrations, co-operation from every faculty is seen which has been the reason for the successful conduct of such events.

- During issue of application forms for admission, the admission process, readmission process to higher classes, blood donation camps etc., the voluntary participation and the concerned committee staff to facilitate the smooth conduct is observed.
- Administrative help is extended voluntarily by the faculty members to the office staff during the preparation for university admission approval process and consolidation of internal assessment marks.

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

The committed and philanthropic management members motivate, inspire and encourage the faculty members to inculcate the best pedagogical ways in imparting knowledge. The management has the Trust Office on ground floor of the institution. The President and the Secretary General visit the institution daily whereas the other members of management visit Trust Office once in a week to discuss the developmental activities of the college. The CEO appointed by the management the college takes interest in all the activities of the college , supervises overall progressive activities and also conducts meetings with faculty members to discuss various aspects connected to the institution. As education is a continuous process, management members keep a constant touch with the Principal, Vice-principal, teaching and non-teaching members for the execution of Vision and Mission of the institution.

#### 6.1.6 How does the college groom leadership at various levels?

- The Principal plays a significant role in executing academic and Administrative matters and is focused on the holistic development of the institution.

- The Principal personally collects the feedback from the students and discusses the drawbacks with the concerned teacher confidentially by handing over the remarks of the students. This method contributes in the healthy progress of the teacher.
- Periodically the Heads of the department are called to discuss the departmental activities.
- The college calendar of events is framed by the Principal, with the help of SWO, Sports Secretary and Convenor of the test committee.
- The faculty members have the liberty to meet the Principal to discuss their problems and also to give their suggestions.
- The staff meetings are conducted to discuss the curricular and co-curricular activities and to pass on the information given by the management.

Thus the Principal plays a vital role in building a perfect rapport between the management and the faculty members which is essential for the progress of the institution.

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

In this regard, the management members know that a teacher plays a vital role in moulding the character of a child. Hence:

- The Management members motivate the staff by conducting Faculty Development Programme, which helps to improve the effectiveness of the institutional processes.
- Faculty Development Program, a one day workshop is organized by outsourcing eminent scholars and educationists.
- The expenditure of attending the seminars and workshops is sponsored by the management.
- Institutions vehicle is provided for the teachers when they are deputed on office duty.
- Books, magazines and internet facility is provided to boost their knowledge.
- Teachers' day is celebrated by the management by honoring each individual teacher.
- The teachers are given freedom to conduct departmental activities, seminars and workshops.
- The Principal plays a significant role in executing academic and Administrative matters and is focused on the holistic development of the institution.
- The Principal personally collects the feedback from the students and discusses the drawbacks with the concerned teacher confidentially by handing over the remarks of the students. This method contributes in the healthy progress of the teacher.
- Periodically the Heads of the department are called to discuss the departmental activities.
- The college calendar of events is framed by the Principal, with the help of SWO, Sports Secretary and Convener of the test and Examination committee.
- The faculty members have the liberty to meet the Principal to discuss their problems and also to give their suggestions.
- The staff meetings are conducted to discuss the curricular and co-curricular activities and to pass on the information given by the management.

Thus the Principal plays a vital role in building a perfect rapport between the management and the faculty members which is essential for the progress of the institution.

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

Ever supportive and encouraging management members aim at strengthening the society by providing education through holistic development of the student. In this regard, the management members know that teachers play a vital role in moulding the character of students. Hence they motivate the staff by conducting various workshops, which helps to improve the effectiveness of the institutional processes. Faculty Development Program, one day workshops were organized by outsourcing eminent scholars and educationists. The faculty members are encouraged to attend national and international seminars, conferences and to take up research work. The expenditure of attending the seminars and workshops is sponsored by the management for some lecturers who have approached them. Institution's vehicle is provided for the teachers when they are deputed on office duty. Books, magazines and internet facility are provided to boost their knowledge. Teachers day is celebrated by the management by honoring each individual teacher. The teachers are given freedom to conduct departmental activities, seminars and workshops. The teachers achievements are acknowledged and appreciated by the management. Each individual teacher is considered an asset to the institution by the management.

Various committees involve members from different departments and these members work in harmony towards the common objective of achieving academic

excellence. Expertise of faculty of one department is utilized by another department.

### **Promoting Co-operation:**

- Heads of all departments along with one of their department representatives take part in the preparation of time-table where resource sharing is on mutual understanding and co-operation.
- Mutual co-operation from all other faculties is drawn in the smooth conduct of different events.
- During the conduct of major events like Inter-collegiate Commerce and Management Fest and College Day celebrations, co-operation from every faculty is seen which has been the reason for the successful conduct of such events.
- During issue of application forms for admission, the admission process, readmission process to higher classes, blood donation camps etc., the voluntary participation of staff to facilitate the smooth conduct is observed.

## **6.2 Strategy Development and Deployment**

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



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

Various committees have been formed to execute different academic, extra-curricular, co-curricular activities. The Principal allots the portfolios to the faculty members. To boost the competence of the students and also to provide a platform to exhibit their skills, various clubs are formed. The Student Welfare Officer monitors the activities such as Teachers' Day celebration, Karnataka Rajyotsava, Valedictory for the final year students' are some of the activities of the student's council which starts functioning after the students' union election.

Academic Committees: Admission Committee, Time Table Committee, Examination Committee, Scholarship Committee.

Co-curricular Activities Committees: Patanjali Club, Koushalya Club, Abhay Club, Sneha Club and Jagruthi Club.

Extension Activities and Sports Committees:-NSS, Sports Committee.

Placement and Career Counseling Committee, Magazine Committee

Administrative Committee: Infrastructure Committee, IQAC, Research Committee, Library Advisory committee, Student Grievance Committee, Anti-ragging and Sexual Harassment Cell.

ii. Some of the competitions conducted for the students by SWO are:

Essay Writing	Collage
Debate	Drawing
Singing (Devaranama, Janapada, Classical, & Film hits)	Pencil Sketching
Mehendi	Face Painting
Rangoli	Mono acting
Skit	Pick and Speak
Group Dance	Vegetable Carving
Fashion Show	Flower Arrangement
Solo Dance	Cooking without fire
Cooking	Nail Art
Bridal makeup	

iii. Inter collegiate fests are conducted

Manomanthana- by the psychology department

Parivarthan- by BBM stream.

Gita Recitation –By the Sanskrit department

iv. Patanjali Club: - This Club conducts yoga classes twice a week after the class hours. The benefit of Arogya through Ayurveda is provided to the students as both the instructors are Ayurveda doctors.

Sl.No	Name of the teacher	Designation
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1	Mrs.Prasanna Udipikar	Convenor
2	Dr.Krishnamurthy	Instructor
3	Dr.Kanakadurga	Instructor
4	Miss.Usha	Student representative

V.Koushalya Club: This Club functions under the guidance of Prof.Rajalashmi to encourage the students learn embroidery, paintings, doll making and other handicraft items. There is a good response from the students. Experts in the field are invited to conduct these classes

Sl.No	Names of Experts	Skills
1	Smt.Savitha	Embroidery Expert
2	Smt.Vijayalakshmi	Painting Expert

VI.Abhay Club:- This Club functions under the guidance of Prof.Nagamani. This club conducts the UGC sponsored remedial classes for SC/ST students and other academically weak students in general.

The committee constitutes.

Sl.No	Name of the Lecturers	Designation
1	Prof.Nagamani	Convener
2	Prof.Balaji	Member
3	Prof.G.Venugopal	Member

VII. Sneha Club : This Club functions under the guidance of Prof.Chandrakanta. It provides platform to the students to display their products after class hours. The lecturers buy the products from them to encourage self-employment.

### VIII. Counseling Cell:-

Counseling by the trained counselors in the institution Dr.Suryarekha , HOD of Psychology Department and Dr.Lakshmidēvi , HOD of History Department to boost the confidence level of the students is provided for the students.

Name of the Counsellor	Department	Trained under
Dr.Suryarekha	Psychology	NIMHANS
Dr.Lakshmidēvi	History	Bangalore University

Counseling Cell has also taken the responsibility of assisting weaker students in various matters. This practice helps the slow learners, students with problems and weak students to overcome their weaknesses. The psychological problems are tackled in a methodical, scientific manner using expertise.

IX. Career Guidance & Placement Cell:- Sri.Sreekanteswara ,HOD of Commerce is the Convenor of Career Guidance & Placement Cell. Informal meetings are held with the Principal and the management whenever required. Apart from conducting talks and training for the students to face the interviews, organizing campus selection is the major task of the cell.

X. Special Coaching and Remedial Cell:- Abhay Cell takes care special

coaching and remedial classes. The concerned teachers of respective subjects conduct remedial classes and also collect feedback for the same from students.

XI. NSS:- The NSS unit of the college was inaugurated on 15<sup>th</sup> September 2009 by Prof.Krishnaiah, NSS Officer for more than 25 years in B.E.S College ,Jayanagar, Bangalore, who shared his rich experience with NSS students of the college. The inaugural function was presided by honourable members of the trust Sri.T.Srinivas, Treasurer, who was kind enough to support every activity of NSS unit.

There are 120 students registered for NSS activities and almost all of them very keenly participate in various NSS activities.

The following are the NSS committee members:

<b>Name of Lecturer</b>	<b>Designation</b>
Dr.N.K.Satya Pal Sharma	NSS Officer
Dr.S.A.Lakshmi Devi	Member
Smt.Divyashree.S.R	Member
Smt.Nagamani	Member
Prof.Satish U Mahishi	Member

The budget amount for N.S.S is Rs.22,500 for the year 2010-2011 and the same has been spent for the N.S.S activities and for conducting the N.S.S Camp .

X. Sports: The institution strikes a balance between academics and sports by encouraging the students in various sports activities. The following committee is formed for the smooth run of sports activities.

Name of the Lecturers	Designation
Sri.G.Venugopal	Convenor
Smt.N.Anitha Kumari	Members
Sri.Sridhar	Members
Sri.Praveen Kashyap	Members

The amount spent for sports activities for the year:

- 2008-09 - Rs.52,331
- 2009-10 - Rs.30,926

XI. Grievance Redressal Cell:- The Principal heads the Grievance Cell to cater to the students problems and needs. The grievances of the students are either written on a piece of paper and dropped in the grievance box or personally discussed with the principal.

XII. Magazine Committee: The Magazine Committee caters to the writing skills of the students and provides an opportunity to express their views.

Committee members for the year 2008-09

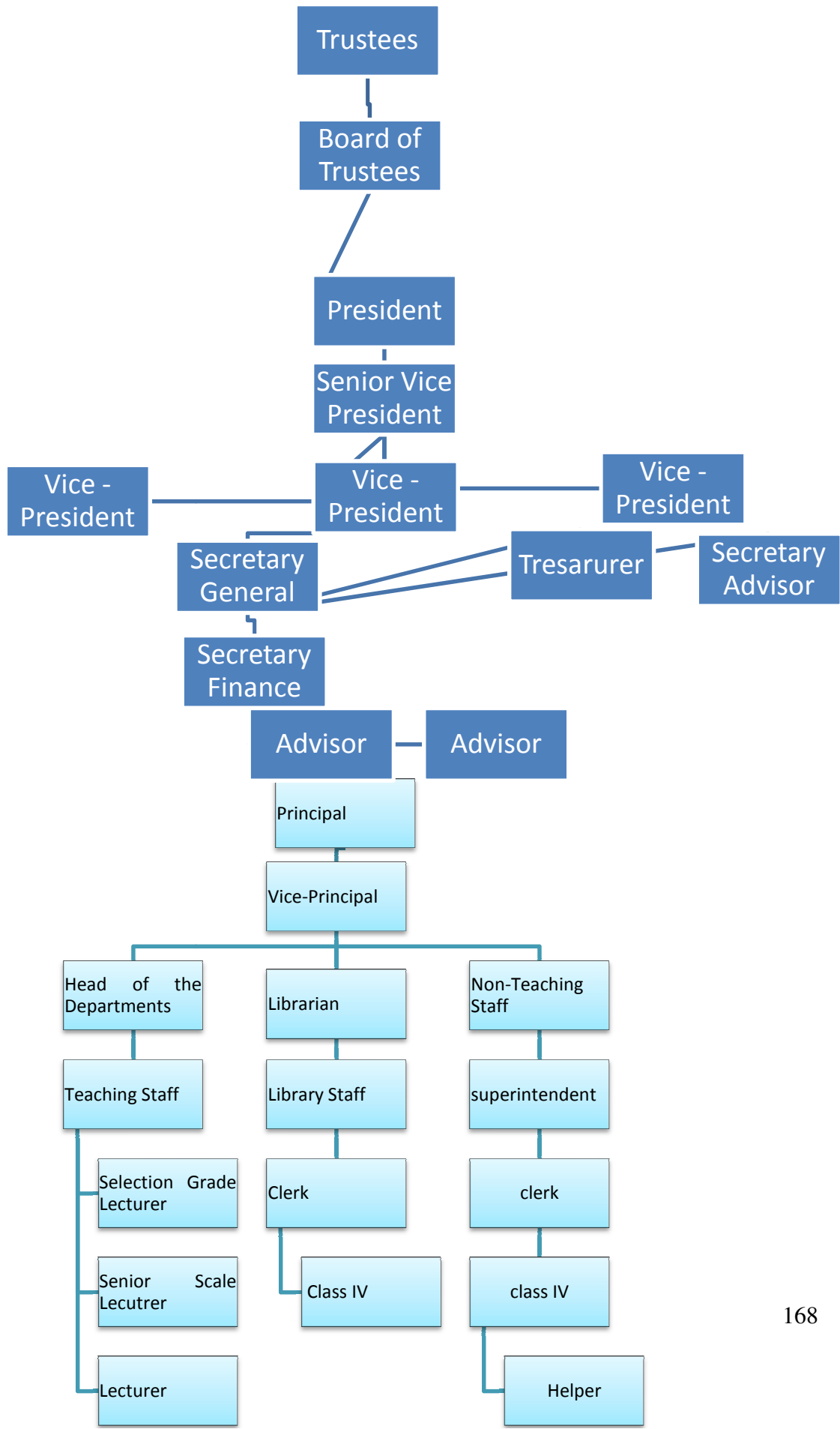
Sl.No	Name of the Lecturer	Designation
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1	Dr. S.A.Lakshmidēvi	Convėrnor
2	Prof. S.Chandrakantha	Member
3	Prof.N.Anitha Kumari	Member
4	Prof.Indumathi	Member

The amount spent for magazine activities during the year :

- 2008-09 - Rs.43,170
- 2009-10 - Rs.77,688

6.2.3 Describe the internal organizational structure and decision making processes.





The institution is managed and administered by V.V.N Trust. All the major decisions are taken by the management. Executive committee of the V. V. N Trust meets to discuss the infrastructure and financial matters.

- ❖ The core committee of the management looks into the faculty recruitment, evaluation of teaching and non-teaching staff.
- ❖ The management governing council meets once in a year.
- ❖ The CEO holds meeting with the Principal and the faculty members.
- ❖ The Student's Union meeting is held once in a month.
- ❖ The Principal holds the meetings of the Heads of the Department twice a semester.
- ❖ The Principal holds meetings of the non-teaching staff periodically.
- ❖ The Heads of the department hold the departmental meetings once in a month.
- ❖ Various committees meet to discuss the action plan on need base.
- ❖ The details of the academic and administrative bodies of the institution are listed in the Annexure.

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

- Teaching & Learning
- Research & Development
- Community engagement
- Human resource management
- Industry interaction

## Teaching & Learning:

- The teaching innovations in the last five years, have witnessed an extensive use and application of electronic technologies like the use of LCDs, OHPs and the use of computer facilities.
- Students are guided to take up Computer courses, CPT courses.
- Personality Development courses are conducted for the students by experts from outside.
- Remedial classes sponsored by UGC for SC/ST students are conducted.
- Academic counselling is given for the needed students to remove exam phobia by the counselling cell.
- Career Guidance and Placement Cell conducts campus interviews and provides adequate exposure in the recent developments in career opportunity to the students.
  
- Various associations and clubs are formed to involve more students to become well-equipped in life skills.
- Feedback mechanism collected from the students is more useful in enhancing quality of teaching.
- The Government has made self-appraisal of teachers mandatory and the college follows and implements this practice according to the prescribed norms.
- The teachers complete a questionnaire (self-appraisal form) which helps them to be self-reflexive about their teaching practices, implement new approaches and teaching strategies based on the insights they have gained from their self-assessment.

## Research & Development

The management and the faculty members of the research committee promote the faculty participation in research in the following ways.

- The staff members who have registered for Ph.D are encouraged to avail FIP
- Access to computers and internet is provided in the computer lab, Psychology lab and library.
- Additional books, magazines, Journals needed for research work are subscribed for the library.
- Teachers are encouraged to attend and present papers on different topics in Seminars/Conferences at State/National levels by providing financial assistance from the management.
- The institution encourages faculty members involved in research work by providing a favourable time table to do research work on part time basis.
- OOD is sanctioned to assist faculty members to attend research connected seminars or workshops.
- Courier facility at a subsidized price is extended to all the faculty members.

## Community engagement

Instilling social responsibility is one of the objectives of the institution. This is done through NSS extension program camp. The students from the department of History and Sociology, visit orphanages and Vriddhashramas to extend their donations in the form of fruits, clothes, essentials such as soap, combs, towels etc., thus the institution brings in community orientation in its activities.

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

- The Principal in consultation with the senior faculty members forms the committees which includes framing the prospectus, calendar of events, time table for the year, allotting different portfolios to the respective teachers and so on.
- The management is updated about the on goings in the college through the Principal and the Vice-principal.
- The management members meet every day to discuss the developmental activities of the college.

- The Heads of the Department are asked by the management to submit the yearly vision of the department which comprises the total budget and the departmental activities spread over the year.
- The Students Welfare Officer and the NSS Officer are in constant interaction with the Principal to discuss and to seek guidance for the planned action.
- All the functions organized by the institution are presided over by the President of the Trust or one of the trustees.
- The fests, intercollegiate competitions, tournaments, blood donation camps, inaugurations are discussed well in advance with the President, the Secretary General and the Chairman to seek their advice and guidance.
- Semester results are taken up for serious discussion by the management.
- After procuring the statistical data, the management points out the areas of improvement and remedial measures to be taken are discussed.

This transparent and interactive style of functioning helps the management to review the activities of the institution.

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

Answer same as in 6.1.7

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

The members of the Management meet the staff twice in a year. The major issues discussed during the last meeting are

- Results of the academic year
- Result improvement measures
- Various cultural activities
- Various sports activities

- Teachers performance

.Management and Staff meeting

1. 4<sup>th</sup> March 2010.
2. 29<sup>th</sup> Decmeber 2010.

- Meeting held with the exective council chairman on 12.10.2010

Kindly refer Annexure for minutes and proceedings of the above mentioned meetings –No.5

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

Yes. The institution at present does not have any plans of obtaining autonomy

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

There is an effective complaint management process in the institution as it helps in introducing the developmental activities.

There is a Grievance redressal cell to consider students' problems. In three ways the students can express their grievances.

- The first way is through the class representative
- The second way is by dropping their complaint letters in the suggestion box and
- The third way is when the principal personally meets the students to collect the feedback . The collected grievances are considered by the Grievance Redressal Cell. Justice is provided to the complainant. The teaching and non-teaching problems are also solved amicably as a good rapport exists between the management, teaching and non-teaching staff.

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

No

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

Yes. The institution uses various data and information obtained from the feedback, in decision making and performance improvements. The Principal twice in a year that is at the end of even semester collects the feedback from the students.

At the end of even semester, a feed back questionnaire is given to the students to facilitate them to express the teacher's competency in reaching out to

students. This feedback is collected personally by the Principal and later discussed with the respective individual teachers. This method helps teachers to modify their teaching methodology.

### **6.3 Faculty Empowerment Strategies**

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

Teacher development has always been an important priority for the college.

- The teaching staff participate in UGC sponsored refresher/ orientation programmes, National conferences and seminars.
- The Management also organizes Faculty Development Programs to enhance academic competency and team spirit among the faculty.
- The staff members who have registered for PhD are encouraged to avail FIP (Faculty Improvement Programme). Professor Namitha M.G. from Sanskrit Department had availed FIP during the year 2006 ( Nov 2004 to Oct 2006).
- The institution's vehicle is also provided whenever necessary for the lecturers to go on official duty.
- Courier services at low cost is provided by the management to encourage the academic activities of the faculty members.
- Teachers are motivated to take up the responsibility of conducting seminars and workshops on different themes and topics, which catalyses their intellectual growth and development.



- Many teachers have presented papers on different topics in seminars/conferences at State and National levels and also served as resource persons. Annexre-3
- Short term Basic Computer training program was given for teaching and non-teaching staff.
- The teaching fraternity has access to the computers and the internet to enrich their knowledge on the subject either in the library / computer laboratory.
- Language teachers make use of Audio Visual Aids to compliment their lessons.

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

The performance assessment of individual teachers is based on the student feedback, and self appraisal submitted to the Principal. These evaluations are made known to the concerned teachers and wherever necessary, corrective measures are suggested.

- Performance assessment of students is based on
  - the feedback received during interaction of class teachers with students.
  - The feedback obtained informally from the students during the conduct of various activities.
  - The personal inspection while the Principal is on rounds

The campus Experience feedback from outgoing students.

The faculty appointed in collaboration with the Directorate of Collegiate Education (Aided Staff) are allowed to avail FIP scheme for Professional development like enrolling for M.Phil or Ph.D as per the UGC norms.

The management organizes Faculty Development Program to support the professional development of the faculty. They also encourage the faculty by sending them to seminars, conferences and workshops. They are given OOD facility to attend the same. The management provides financial support, travel expenses, registration fee and vehicle facility for the teachers who approach them. This motivates and encourages the faculty to improve their efficiency. Latest publications, magazines and internet facilities are provided to facilitate research work. Staff has the freedom to conduct departmental activities such as seminars, workshops etc. for which financial support is provided by the management. All the permanent faculty members are members of Bangalore University College Teachers Association (BUCTA).

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

- The Principal in consultation with the senior faculty members forms the committees which includes framing the prospectus, calendar of events, time table for the year, allotting different portfolios to the respective teachers and so on.

- The management is updated about the on goings in the college through the Principal and the Vice-principal.
- The management meet every day to discuss the developmental activities of the college.
- The Heads of the Department are asked by the management to submit the yearly vision of the department which comprises the total budget and the departmental activities spread for the year.
- The Students Welfare Officer and the NSS Officer are in constant interaction with the Principal to discuss and to seek guidance for the planned action.
- All the functions organized by the institution are presided over by the President of the Trust.
- The fests, intercollegiate competitions, tournaments, blood donation camps, inaugurations are discussed well in advance d with the President, the Secretary General and the Chairman to seek their advice and guidance.
- Every semester results are taken up for serious discussion by the management members.
- After procuring the statistical data, the management members point out the areas of improvement and remedial measures to be taken are discussed.

This transparent and interactive style of functioning helps the management to review the activities of the institution.

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

Ever supportive and encouraging management members aim at strengthening the society by providing education through holistic development of the student. In this regard, the management members know that teachers play a vital role in moulding the character of students. Teachers are required to provide yearly report individually regarding their academic pursuits, teaching methodologies, innovative activities chalked out for the students etc., A day is fixed for the a Power Point Presentation and the management looks into all appraisal reports. Accordingly the teachers are motivated by the management to attend national and international seminars, conferences and to take up research work. The expenditure of attending the seminars and workshops is sponsored by the management for some lecturers who have approached them. Institutions vehicle is provided for the teachers when they are deputed on office duty. Books, magazines and internet facility are provided to boost their knowledge. Teachers' Day is celebrated by the management by honoring each individual teacher. The teachers are give lot of freedom to conduct departmental activities, seminars and workshops. The teachers' achievements are acknowledged and appreciated by the management. Each individual teacher is considered an asset to the institution by the management. Workshops on teaching methodology and handling the adolescents in the right way are organized by the management.

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

- As per the Government norms, the permanent faculty members come under Triple benefit scheme of the Government .
- Government sponsored Welfare measures such as Gratuity, Provident Fund exists

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

The recruitment of the faculty is according to the norms set by the Government. For the post of a lecturer, above 55 % of marks and SLET/NET/M.Phil/Ph.D is necessary. Teachers are recruited on the basis of the recommendations of selection committee which include a management member, Principal of the college and Head of the Department as the subject expert. After getting selected in the interview, a candidate has to give a demonstration to show his/her teaching skills. The competency of the teacher is acknowledged and appreciated by the management. Teachers appointed on temporary basis are paid handsomely.

**6.4 Financial Management and Resource Mobilization**

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

Yes, the accounts of college is audited regularly by the auditor. A copy of balance sheet for the year 2008-09 is enclosed here. Annexure No :6

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

The office has recently begun to computerize its finance management systems. At present the process is partly completed. The principal along with the office superintendent and the accountant goes through the day today financial transactions every evening. External auditing is done by the auditor

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

Resource mobilized through course fees is adequate to cover day to day expenses. Whenever necessary management provides the financial support.

The budget is well planned in the beginning of the year. All the finance related activities mostly go on according to this planned budget.

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

Resource mobilized through course fees is adequate to cover day to day expenses. Whenever necessary management provides the financial support.

The budget is well planned in the beginning of the year. All the finance related activities mostly go on according to this planned budget.

## **6.5 Internal Quality Assurance System (IQAS)**

### **6.5.1 Internal Quality Assurance Cell (IQAC)**

- a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

The Internal Quality Assurance Cell (IQAC) is established to provide qualitative progress in both academic and non-academic spheres. The responsibility of planning, coordinating and communicating all aspects that influence overall improvement is shouldered by IQAC. The objective of IQAC is to impart holistic education for the physical, intellectual, , social, moral and spiritual development of the student. The IQAC plays a vital role in coordinating and implementing the developmental activities for students. The quality of the students performance is measured by their performance in tests, exams, participation in curricular and extra-curricular activities and their attendance. The students are encouraged to participate in the various competitions and activities conducted by the Students' Union and other clubs. Self appraisal report and students' feedback report helps in improving the teacher's performance. There are various measures introduced in the institution to monitor punctuality, teaching methodology and dedication of the teacher. The IQAC also monitors these activities by discussing issues and sorting out a issued with the Principal.

- b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?
- c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.
- d. How do students and alumni contribute to the effective functioning of the IQAC?
- e. How does the IQAC communicate and engage staff from different constituents of the institution?

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

Various committees have been formed to execute different academic, extra-curricular, co-curricular activities. The Principal allots the portfolios to the faculty members. To boost the competence of the students and also to provide a platform to exhibit their skills, various clubs are formed. The Student Welfare Officer monitors the activities such as Teachers' Day celebration, Karnataka Rajyotsava, Valedictory for the final year students' are some of the activities of the student's council which starts functioning after the students' union election.

Academic Committees: Admission Committee, Time Table Committee, Examination Committee, Scholarship Committee.

Co-curricular Activities Committees: Patanjali Club, Koushalya Club, Abhay Club, Sneha Club and Jagruthi Club.

Extension Activities and Sports Committees:-NSS, Sports Committee.

Placement and Career Counseling Committee

Magazine Committee

Administrative Committee: Infrastructure Committee, IQAC, Research Committee, Library Advisory committee, Anti-ragging Committee, Student Grievance Committee, Anti-ragging and Sexual harassment cell.

ii. The some of the competitions conducted for the students by SWO are:



Essay Writing
Debate
Singing (Devaranama,Janapada, Classical, & Film hits)
Mehendi
Rangoli
Skit
Group Dance
Fashion Show
Solo Dance
Cooking
Bridal makeup

iii. Inter collegiate fests are conducted

Manomanthana- by the psychology department

Parivarthan- by BBM stream.

Bhagavada gita and essay writing by Sanskrit department

iv. Patanjali Club: - This Club conducts yoga classes twice in a week after the class hours. The benefit of Arogya through Ayurveda is provided to the students as both the instructors are Ayurveda doctors.

Sl.No	Name of the teacher	Designation
1	Mrs.Prasanna Udipikar	Convenor
2	Dr.Krishnamurthy	Instructor
3	Dr.Kanakadurga	Instructor
4	Miss.Usha	Student representative

V.Koushalya Club: This Club functions under the guidance of Prof.Rajalashmi to encourage the students learn embroidery, paintings, doll making and other handicraft items. There is a good response from the students. Experts in the field are invited to conduct these classes

Sl.No	Names of Experts	Skills
1	Smt.Savitha	Embroidery Expert
2	Smt.Vijayalakshmi	Painting Expert

VI.Abhay Club:- This club functions under the guidance of Prof.Nagamani. This club conducts the UGC sponsored remedial classes for SC/ST students and other academically weak students in general.

The committee constitutes.

Sl.No	Name of the Lecturers	Designation
1	Prof.Nagamani	Convener
2	Prof.Balaji	Member
3	Prof.G.Venugopal	Member

VII. Sneha Club : This Club functions under the guidance of Prof.Chandrakanta. It provides a platform to students to display their products after the class hours. The lecturers buy the products from them to encourage self-employment.

VIII. Counseling cell:-

Counseling by the trained counselors in the institution Dr.Suryarekha , HOD of Psychology Department and Dr.Lakshmidevi , HOD of History Department to boost the confidence level of the students is provided for the students.

Name of the Counsellor	Department	Trained under
Dr.Suryarekha	Psychology	NIMHANS
Dr.Lakshmidevi	History	Bangalore University

Counseling cell has also taken the responsibility of assisting weaker students in various matters. This practice helps the slow learners, students with problems and weak students to overcome their weaknesses. The psychological problems are tackled in a methodical, scientific manner using expertise.

IX. Career Guidance & Placement Cell:- Sri.Sreekanteswara ,HOD of Commerce is the Convenor of Career Guidance & Placement Cell. Informal meetings are held with the Principal and the management whenever required. Apart from conducting talks and training for the students to face the interviews, organizing campus selection is the major task of the cell.

X. Special Coaching and Remedial Cell:- Abhay cell takes care special coaching and remedial classes. The concerned teachers of respective subjects conduct remedial classes and also collect feedback for the same

from students.

XI. NSS:- The NSS unit of the college was inaugurated on 15<sup>th</sup> September 2009 by Prof.Krishnaiah, NSS Officer for more than 25 years in B.E.S college,Jayanagar, Bangalore, who shared his rich experience with NSS students of the college. The inaugural function was presided over by honourable members of the trust Sri.T.Srinivas, Treasurer, who was kind enough to support every activity of NSS unit.

There are 120 students registered for NSS activities and almost all of them very keenly participate in various NSS activities.

The following are the NSS committee members:

<b>Name of Lecturer</b>	<b>Designation</b>
Dr.N.K.Satya Pal Sharma	NSS Officer
Dr.S.A.Lakshmi Devi	Member
Smt.Divyashree.S.R	Member
Smt.Nagamani	Member
Prof.Satish U Mahishi	Member

The budget amount for N.S.S is Rs.22,500 for the year 2010-2011 and the same has been spent for the N.S.S activities and for conducting the N.S.SCamp .

X. Sports: The institution strikes a balance between academics and sports by encouraging the students in various sports activities. The following committee is formed for the smooth run of sports activities.

Name of the Lecturers	Designation
Sri.G.Venugopal	Convenor
Smt.N.Anitha Kumari	Members
Sri.Sridhar	Members
Sri.Praveen Kashyap	Members

The amount spent for sports activities for the year:

- 2008-09 - Rs.52,331
- 2009-10 - Rs.30,926

XI. Grievance Redressal Cell:- The Principal heads the Grievance cell to cater to the students problems and needs. The grievances of the students are either written on a piece of paper and dropped in the grievance box or discussed personal with the principal.

XII. Magazine Committee: The Magazine Committee caters to the writing skills of the students and provides an opportunity to express their views.

Committee members for the year 2008-09

Sl.No	Name of the Lecturer	Designation
-------	----------------------	-------------

1	Dr. S.A.Lakshmidēvi	Convener
2	Prof. S.Chandrakantha	Member
3	Prof.N.Anitha Kumari	Member
4	Prof.Indumathi	Member

The amount spent for magazine activities during the year :

- 2008-09 - Rs.43,170
- 2009-10 - Rs.77,688

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

The IQAC also takes over the responsibility of motivating the faculty to upgrade their knowledge and skills by attending state/national /international seminars , workshops and conferences. Self appraisal reports and students' feedback reports help in improving the teacher's performance. There are various measures introduced in the institution to monitor punctuality, teaching methodology and dedication of the teacher. The IQAC also monitors these activities by discussing issues and sorting out a remedy with the Principal.

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

Internal Academic Audit:

The Principal co-ordinates and monitors the day to day matters concerning administration, academic and extra-curricular activities of the college. The

Principal and Head of the Departments co-ordinate and monitor all the issues concerning the students, administration, conduct of examinations, tests, award of scholarship, visit to the fields and other matters of importance.

There is a mechanism to review the performance of teachers. The Principal personally collects feedback from the students regarding teaching skills of the teachers and punctuality. Where improvement is needed, the Principal calls the teacher individually and discusses the areas of improvement. The Principal periodically calls meetings of HODs to discuss the allotment of syllabus within the department and completion of the portions.

The Heads of the Departments constantly monitor the teachers in the department taking into the account the feedback provided by the student. After allotting the syllabus monitor the portions covered from time to time . whenever the time schedule is not maintained extra classes are maintained to cover the syllabus.

External Academic Audit:

Governing Council meetings are held every semester with the President, Secretary, CEO ,Treasurer, Principal, Vice Principal, Office Superintendent two staff representatives and two external G.C members, a representative from the university and a representation from a reputed institution. The academic performance of the students, co-curricular activities, strength of the students and other matters related to better performances are discussed . A comparative analysis with the other institutions also takes place during discussions.

Management members convene meetings with all the faculty members to discuss the students' performance and other activities of the college. From these meetings

the management members not only get a clear picture of the college activities but also an opportunity to put across their suggestions. The suggestions are carried out by the principal and faculty members for the better functioning of the activities of the college.

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

The institution keeps a good track in knowing and giving what the public expects in tune with the demands in the market, through the add on programme along with university curriculum. The interaction with the parents, media persons, neighbors, patrons, sister educational institutions, civic authorities etc., helps the college to anticipate the future need and chalk out the current activities to meet the future needs and requirements. This prepares the students to face the challenges which increase the confidence, reducing undue concern among the stakeholders.

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

- A strong emphasis is placed on staff evaluation and offering constructive support.
- Appraisal of Teacher performance is done by administering a comprehensive staff evaluation questionnaire, to be filled in and submitted by students



- The questionnaire is comprehensive, and covers aspects such as student assessment of faculty, student-teacher rapport and general impression of the lecturer.
- The findings of the questionnaire are later consolidated and analysed and then handed over to each teacher individually to facilitate professional growth.
- Corrective feedback is provided by the Principal.

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

The quality assurance policies are communicated and deployed to all levels of internal stakeholders through the meetings that are conducted by the Principal at different levels.

- A feedback of the future plans and its execution is furnished to the management.
- The coordination between the Principal, Heads of Department and the office staff help in ensuring individual employee's contribution for the institutional development.
- A meeting of class teachers is convened by the Principal to discuss the different academic plans for the year and the proactive role required in moulding the student's career.
- The Congenial atmosphere ensures the developmental plans to be effectively introduced by every individual in the college.

The quality assurance policies are communicated to the external stakeholders through the college activities, programmes, parent teachers' meet college websites, campus placement , alumni meet and collaborative programmes

## CRITERIA VII: INNOVATIONS AND BEST PRACTICES

### 7.1 Environment Consciousness

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

Due to space constraint, there is not much scope for Green Audit on the campus.

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

* Energy conservation	None
* Use of renewable energy	None
* Water harvesting	None
* Check dam construction	None
* Efforts for Carbon neutrality	None
* Plantation	None

#### \* Hazardous waste management

Women cell and NSS unit of the college have jointly launched 'Garbage Management Project' to tackle the massive garbage problem of Bangalore. Everything that is disposed of goes to the landfills and dumps. Nearly 40% of household garbage is dry waste which can be easily recycled.

The students of all the sister institutions of VVN Trust were given a demonstration session with video clippings by Dr.Meenakshi Bharat an environmentalist. The students were asked to collect the dry waste and get it to the college. Around 80 Kgs of dry waste was given to the rag pickers whose life is supported by the donation of dry waste made by the students.

On every floor in the institution two dustbins with a sticker 'DRY WASTE' and 'WET WASTE' are placed to segregate dry and wet waste .

A van is arranged for the collection of dry waste in and around Basavanagudi area. Once in a week the van collects the dry waste and the same is sent for recycling, the money generated by this is utilized to support the lives of rag pickers to bring them to the main stream of the society. The college has also shouldered the responsibility of educating students of other institutions and public about the hazardous garbage management.

\* **e-waste management**

e-waste of the institution is kept separately and given for recycling

## **7.2 Innovations**

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

Innovations introduced during the last four years:

- Class rooms are facilitated with projectors, UPS and mounted wall screen.
  
- Has introduced the following add-on courses
  - a. E-banking
  - b. Tally
  - c. Human Resource
  - d. Karate
  - e. Tailoring
- Commerce Laboratory has been set-up

- Extra book facilities for SC/ST and specially challenged students form the library.
- Soft Skill Training Programmes , Bank Recruitment Coaching classes.
- More companies visit the institution for campus recruitment.
- More Encouragement and Support for sports girls by outsourcing coaches to participate in inter college/university/state level competitions.

### **7.3 Best Practices**

#### **7.3.1 Elaborate on any two best practices as per the annexed format (see page .. )**

which have Quality improvement of the core activities of the college.

##### **1. Title of the Practice**

**Educate, Equip, Enable**

##### **2. Goal**

**'Sa Vidya ya vimuktaye'**

**'Education is that which liberates '**

Reaching out education to empower girls of all the sections of the society with emphasis on the less privileged and specially challenged girl students at an affordable fee structure. The institution accepts seekers of knowledge (meritorious/non meritorious/economically and socially backward/specially challenged) from all categories of the society and aims at chiseling them to be the strong pillars of the society with best education, good attitude, human values and commitment to social justice.

### 3. The Practice

The institution is the educational wing of Karnataka Arya Vysya Mahasabha Charitable Trust which aims at empowering women students of all sections of the society (with emphasis on under privileged) through the means of value based education at affordable cost.

- Students who are unable to pay the fees are facilitated by the sponsorship of philanthropists.
- Economically backward students are supported with the facility of paying the fees on installments basis.
- SC/ST/OBC students are assisted with additional book bank facilities.
- Students who excel in academic performance are boosted by cash prizes sponsored by the teachers.
- Visually challenged are assisted with Braille books, audio cassettes and CD's
- The institution also takes the services of the needy students in administrative work and pays them for their services.
- Teachers also support the education of the needy students by sponsoring their fees.

- Students who approach the institution seeking education without monetary assistance are supported by contacting philanthropists.
- Teachers also support the education of the needy students by sponsoring their fees.
- Subject wise cash prizes are sponsored by the respective subject teachers to encourage the academic performance of the students.
- Visually challenged students are assisted with extra coaching, Braille books, scribe, audio cassettes and CD's
- Language Development Programmes and Soft Skill Training programmes during holidays for all the students .
- Coaching classes for bank recruitment exams and mock interviews are conducted.
- Training in embroidery and doll making
- Add on courses on Human Resource, Tally, E-banking, Tailoring, Karate
- Tobacco Ban, Each one Teach one, Garbage segregation, Eco-friendly Ganesha are some of the outreach programme.

#### **4. Evidence of Success**

A review of results clearly shows that a majority of the students' academic/curricular /co-curricular performance at the exit level is better than their performance percentage at the entry level.

Our ex-student achievements lay an exemplary record regarding the education and training that our students get in the institution. Some of the examples deserve to be quoted:

1. Ms.Bharathi, Principal, Garden City, Bangalore
2. Miss.Maheshwari, Advocate, Karnataka Commission for Women Welfare.
3. Miss.Parvati, Lecturer, National School of Law University of India, Bangalore
4. Miss.Rashmi
5. Miss.Hemavathi Lecturer, V.V.N P.U College
6. Miss. K.s.Vani Lecturer, National College Jayanagar,Banglore

#### **5. Problems Encountered and Resources Required**

To facilitate the metro subway construction as per G.O **K.I.A.D.B/L.A.Q/04/05-06.** the building of the institution is partially demolished resulting in loss of eight classrooms. Hence due to place constraint, some of the practices have been curtailed. For instance intake for Arts stream is stopped. Films shows at Audio Visual Room are stopped due to the loss of Audio Visual Room etc.,

#### **6. Contact Details**

Name of the Principal:	Dr.M.G.Namitha
Name of the Institution:	V.V.N Degree College
City:	Bangalore
Pin Code:	560004
Accredited Status:	Accredited
Work Phone :	08026621009
Website:	vvndegreecollege.org
E-mail :	vvndegreecollege@yahoo.com
Mobile:	9886762430