SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE

NO. 19, 3RD CROSS, CSI COMPOUND
560027
www.bcwcc.org.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Education is a continuous process…. with globalization and the rate of information flow in this day and Age, one must be prepared to shed out-dated knowledge and relearn in order to stay relevant. We have been constantly realigning ourselves with the shifts in technology and instituting new gadgets to further our efforts in providing to our students the ambience of a true temple of learning.

Institutions of higher education all over the world have ushered in the knowledge revolution in the present century to shape the destiny of our youth. This requires a phenomenal expansion in terms of quality education and we have responded to the need by strengthening the curriculum through a sound support system in terms of co-curricular and extra curricular activities, which aim at the overall development of our students through holistic education. Being a college of higher learning, we are forever trying to handle changing scenarios with expertise and attempting to go beyond the ordinary.

Bishop Cotton Women's Christian College, an offshoot of the hundred and fifty year old Bishop Cotton Girls' School was founded in 1987 by the Church of South India, Karnataka Central Diocese. The college is located in the heart of Bengaluru and has a built up area of 9979 sq.mts. The campus comprises of classrooms with LCD facilities, laboratories, a well-furnished administrative office, library, staff rooms, canteen, infirmary, chapel and a seminar hall. It houses the Undergraduate Commerce, Humanities, Science, Management and Post-Graduate blocks. It is considered as a little oasis in the middle of a bustling city with tall concrete structures.

Vision

To educate individuals to think and act as ethical leaders which will help in the creation of a new social order based on human dignity, equality and opportunity with social, political and economic justice

Mission

To be a prominent Christian Educational Institution in the country which values academic achievement, personal freedom and integrity, dignity and respect of the individual,tolerance and service to fellow human beings

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The Bishop Cotton Women's Christian College has the privilege of an illustrious legacy of over a century in the arena of education. Being a Christian minority women's college recognized under 2(f) & 12B of UGC located in the heart of the city of Bengaluru, we have the advantage of legacy, location & a secular outlook that attracts students from all religious & socio economic backgrounds.

- **Infrastructure:** Being a Self –Financed College, affiliated to the Bangalore University, we have the advantage of providing good Infrastructure to meet the growing needs of the increasing student strength. Well ventilated classrooms with LCD facilities, well equipped Laboratories, Uninterrupted power supply with backup Generators,Computer Networks, comprehensive Library resources, Cafeteria facility, Water purifier for the use of staff and students, Parking Zones , & outdoor seating & rich tree cover & aesthetic garden all round.
- **Faculty:** Committed & Qualified Faculty engaged in Research & Consultation activity.
- Commitment of Faculty ensures good results, University Ranks & Gold medals, Remedial classes for the academically weak &constant upgrades to teach a digital generation.
- **Courses:**
- Twinning programme with Concordia University, USA
- 19 value-added course imparting transferable and life skill offered
- **Distinctive features:**
- Engaging students in Environmental friendly, Socially relevant initiatives.
- Value Education: Value Education on a weekly basis where students engage in discussion& debate to clarify important personal & social issues
- Zero-tolerance policy on ragging and use of mobile phone in the campus
- Impressive extension and outreach programmes
- Management gives fee concession to CSI Christian students, academically meritorious students and sports achievers
- Student counseling service is in place

Institutional Weakness

- Research & Consultancy
- Faculty development programs.
- Electronic Resource hub to be created on campus to teach the digital generation in a multimedia format.
- Additional Space for Sports & Games playground currently shared with our neighbouring sister institution.
- Training students for competitive examinations.
- Auditorium to be constructed

Institutional Opportunity

- Starting of a Research Centre
- Starting need based Post Graduate Programs
- More inter disciplinary initiatives & collaborative work
- Provide scope in the curriculum to integrate community participation & adoption of social causes
- Industry-Academia linkages & collaboration to increase the relevance of courses.
- Engage with parents of students to improve their participation & involvement with the Institution
- Adopt more Environment friendly practices of Waste Management, conservation of precious resources & create socially conscientious   citizens
- Move towards Autonomous status& becoming a centre for excellence
- Setting up a Sports Centre

Institutional Challenge

- To improve academic quality & performance of students who come in with very low grades & enable them to graduate with better grades
- Space constraints for ambitious expansion plans
- To ensure courses are relevant in the job market & make students job ready
- To keep students motivated, engaged & contribute effectively to the college & society
- Strengthen student Mentoring & feedback system to send out well-balanced young women who are job creators & stable citizens

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

1.1. **Curricular Planning and Implementation**

- . The curriculum delivery is implemented through various action plans such as teaching plan, work diary, examinations, assignments, projects, skill development programmes, staff meeting, workshops and conferences. The college also prepares academic calendar of events for effective implementation of curriculum.

The institution has introduced 22 Certificate Courses during the last five years such as soft skills and personality development, learning and employability advancement program, java and android, German language, Tally ERP 9, Photoshop and Corel Draw, Reproductive and Sexual Health.

The participation of full time teachers in various bodies/ universities/ autonomous colleges are around 40%. The full time teachers are involved in university work such as BOS, BOE, Paper Setter and Custodian.

1.2. Academic Flexibility.

- **Percentage of new courses introduced during the last five years.**

M.COM –2013-14

B.Sc –CZBT2017-18

B.Sc – NDCZ2017-18

B.Sc -PCM2017-18

M.Sc -2018-19

Total No. of Courses 16.

Percentage – 6/16 * 100 = 37.50%

All the 16 programs in our college, implements the CBCs system from the year 2014-15 onwards. Percentage =

16/16*100= 100%

Average percentage of students enrolled in subject related Certificate/ Diploma/Add-on Programs as against the total no. of students during the last five years. The details of the enrolledstudents for certificate and Add-on Programs were collected and given..

1.3. Curriculum Enrichment

- To meet the growing needs of the Industry, college is striving hard to impart the Value Based Education to students by conducting certificate courses field visits to various industries.

1.4. Feedback system In regard to the design and review of syllabus/ curriculum

A structured feedback covering the syllabus, curriculum and infrastructure has been prepared and feedback was obtained from three stakeholders-students, parents and teachers year wise. The feedback was collected manually and online. The feedback has been analysed and action has been taken both formally and informally by the Principal/ the Governing council and the Management.

Feedback has also been collected from eminent guests who were invited as speakers for the various programmes of the college, from employers in terms of placement cell.

Teaching-learning and Evaluation

- The Institution strongly focuses on Student centric needs. Students are involved in different experiential, participative and problem solving methodologies.
- Bulletin Board is prepared department wise dealing with subject related topics which have contemporary relevance. News board is prepared class wise which highlights local, national and international events of the week. This helps students to develop team work, awareness and time management.
- Students are encouraged to be members of various clubs such as E- cell, Eco club, Rotaract, SCM, YWCA, Adventure club, Youth Red Cross, NCC and NSS.
- Final degree students conduct theme wise general assembly based on current social issues which imparts nation building activities. National events are also celebrated.
- Students organize tuck-shops class wise which helps them to plan, budget, organize and earn which is a participative learning.
- Student Council members organize all the programmes of the colleges throughout the year with guidance from welfare officers (faculty) enhancing their learning experiences.
- Faculty develops creative ideas to enhance student capacity through group discussion, power point presentation and debates. Students are encouraged to publish newsletters, display models, charts and collage.
- The library has a vast collection of books to cater to the needs of the students to enhance their knowledge. The students have free access to the internet.
- The college conducts the annual Inter collegiate cultural and literary fest Disha, Gospel fest, Christmas carol service where students display their leadership and organizational skills.
- The institution in collaboration with Bharath Electronics Limited provides Electronic Voting machines for students to exercise their franchise at the student council election.
- Guest lectures, Industrial experts and resource persons are invited to impart theoretical knowledge and

skills catering to the needs of the job market.
- The placement cell is actively involved to help in the placement of students in jobs on completion of the UG course.
- Mentors guide the students with regard to various career oriented courses, competitive exams, helping with academic and personal problems.
- Educational tours and excursions make the learning process more interesting and impressive.

Research, Innovations and Extension

- The institution encourages the teachers to attend and present papers at workshops, seminars and conferences at the state, national and international levels by providing OOD facility and registration fee. It motivates the teachers to take up research projects. Special leave and permission are granted to those teachers who carry out collaborative research work. An incentive has been given to the teachers who have completed their Ph. D.
- A few faculty members are recognized as research guides by various universities.
- The faculty has publications in journals, books and have presented several papers in seminars and conferences.
- It has set up an Innovation Centre and Incubation Hub for the creation and transfer of knowledge to enable faculty and students to take up research projects and enhance research capacity.
- Several workshops, seminars and special lectures conducted by eminent personalities have been organized by various departments to promote research culture.
- E- Cell of our institution provides a platform for our students to gain knowledge and skills, to share ideas and to create innovative business plans. Certificate courses in association with NEN, workshops, seminars and competitions are conducted to create awareness towards social entrepreneurship and motivate them to start their own business.
- Extension activities and outreach programs are regularly organized by the college through NSS, NCC, Red Cross, YRC, SCM, Rotaract Club, Eco Club, Entrepreneurship Cell, and etc.to sensitize our students towards community development and social responsibility. Students actively participate in special camps, awareness programs, rallies and blood donation camps. Our students visit old age homes, special schools, orphanages and hospitals. On weekly basis skits, street plays and songs were performed to bring awareness on human rights, gender equity, aids and a green, clean and healthy environment.
- The college has established linkages through MoUs with industries and other collaborations with academic institutions both local and global.
- Educational tours, field trips and internships were organized for the benefit of students.

Infrastructure and Learning Resources

- The college is located in the heart of Bangalore city and has an area of 9979sq.m of land.
- It houses the Undergraduate Commerce, Humanities, Science, Management and Post-Graduate blocks.
- The campus comprises of classrooms with LCD facilities, laboratories, a well-furnished administrative office, library, staff rooms, canteen, chapel and a seminar hall.
- The college has 13 well-equipped labs and an advanced language lab.
- The college plays a supportive role in encouraging students to participate in sports and games.
- The students participate in sports like shuttle badminton, athletics, basketball, volley ball, cricket, table tennis, taekwondo and throw ball.
- Most of the training and practice sessions take place at the Mitralaya Girls High School and United

Mission College grounds (sister institutions) located 200 meters away from the college.

- The college encourages students to participate in various cultural activities on campus as well as in inter-collegiate events.
- Most of the cultural events take place on the open- air stage or the seminar hall.
- The library has over 18000 books, 40 subscribed journals & 10 magazines for the users. In addition to this the library provides access to e-resources.
- The Library is partially automated and all the books are bar-coded.
- The college has a good student computer ratio with LAN facilities, 200 MBPS internet and Wi-Fi facilities in certain areas.
- The college maintains a fully operational website: www.bcwcc.org. The students attendance and examination related work is done online using "Knowledge-Pro" software from 2018.
- The college has a full time assistant supervisor to oversee the maintenance of the campus infrastructure.
- Issues relating to maintenance are communicated to the Principal which are in turn conveyed to the supervisor to be dealt with.

- The college has AMC's for maintenance of various services on campus.

Student Support and Progression

Bishop Cotton women's Christian College has various Policies and Programs to support Students in their academic and extra-curricular activities.

- Average percentage of students benefited by scholarships and freeships provided by the Government and Institution during the last five years is 3.07% and 1.39% respectively.
- Number of capability enhancement and development schemes is 6.
- Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the institution during the last five years is 43.36%.

- The number of students benefitted from Vocational Education Training is 26.
- The Institution has a transparent mechanism for timely redressal of students grievances including sexual harassment and ragging cases.
- Average percentage of placement of outgoing students during the last five years is 1.05% .Student progression to higher education is 7.6% and average percentage of students qualifying in state / national / international level examination during the last five years is 20%.
- No. of awards / medals for outstanding performance in sports/cultural activities at national/ international level during the last five years.(Sports and games - 05)
- Presence of an active Student Council & representation of students on Academic & administrative bodies/committees of the institution.

- The Student Council is elected democratically and consists of 9 members-- President, Vice President, General Secretary, Treasurer, Chapel Secretary, Sports Secretary, Student Christian Movement Secretary and Cultural Secretary. There are 22 Class Prefects, Cultural Prefects, Sports Prefects and Chapel Prefect

- Average number of sports and cultural activities / competitions organized at the institution level during the year 2013-2014 -66, 2014-2015- 67, 2015-2016-71, 2016-2017-71 and 2017-2018-67.
- The Alumni Association conducted 5 meetings from 2013-2018 and the total financial contribution by

the association is Rs 1, 57,000/- for 2017-18.

Governance, Leadership and Management

Nature of Governance:

Governance at our Institution, in terms of   Planning, Development & Administration is guided by strong Christian values &strategic priorities.

E- Governance is being adopted in Areas of Administration, Development, and Finance & Accounts.

This vision statement is a roadmap for the next 5 years .

Going forward: The 3 core areas of prominence in this period will be **Infrastructure, Innovation** in education   & **Investment   on people** in education.

 Infrastructure will be shaped by our needs & ecological concerns,Innovation will push   the boundaries   of education beyond classrooms & Investment on our educators will balance the need of the Digital generation & the timeless wisdom of traditional value based education.

The Institution practices decentralized and participative management

As   depicted in the Organogram, the Management   empowers the departments to function with a greater flexibility through delegation of authority and defining roles and responsibilities

Incremental improvements with regard to quality are as follows-

There have been vast improvements in various aspects like

- Increase in the number of classrooms and shifting of some classes to the new HRD centre.
- Expansion of canteen facilities.
- CCTV surveillance in all the classrooms.
- Language lab with the latest language learning software.
- A new library software was installed – libsoft, ver 9.8 in 2017.
- Library has started a collection of rare books.
- Construction of a new gate to ease congestion of traffic.
- Construction of a new outdoor stage to conduct assemblies and other programmes.
- Self appraisal, student feedback and alumni feedback is done online from 2017 onwards.
- Students' attendance and examination related work is fully computerized using Knowledge pro Software.
- Increase in the number of UG courses like CZBT, NDCZ, CBZ, and PCM.
- Introduction of a new PG course M.Sc Psychology.
- Introduction of a sanitary pad vending machine.
- Introduction of eco friendly initiatives like Rain water harvesting, manure production, setting up of a garden patch &   theme related graffiti on the walls by student artists.

Institutional Values and Best Practices

In order to be relevant to the changes in national and global contexts, an educational institution has to be responsive to the emerging challenges and pressing issues. The institution inculcates values and best practises among the stakeholders. The college has adopted various methods to stimulate the thought processes.

1. Gender equity programmes are conducted during assembly and to have an impact on the learning process visits were organised to hostels such as New Life Centre for girls & Makkala Ashraya Kendra for boys.
2. Rally on gender equity was conducted to create awareness among the stake holders and public.
3. In relation to gender awareness programme, One day national workshop was conducted.
4. To enhance the skills in the students, they are encouraged to participate in committees like sexual harassment cell and Legal literacy which focuses on Women and Law.
5. Green practises such as solid waste management, rain water harvesting, recycling of papers, make use of wealth out of waste. Eco-watch club maintains the greenery of the college with its motto "Go green and clean".
6. Best practises like outreach programme are organised by the institution, thereby reaching out to the needs of the society.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BISHOP COTTON WOMEN'S CHRISTIAN COLLEGE
Address	No. 19, 3rd Cross, CSI Compound
City	Bengaluru
State	Karnataka
Pin	560027
Website	www.bcwcc.org.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Esther Prasanakumar	080-22212933	9148713755	080-22100512	bcwcc123@gmail.com
IQAC / CIQA coordinator	Grace Premila	080-22129880	9845654326	080-	degreebcwcc@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes MINORITY CERTIFICATE 2.pdf
If Yes, Specify minority status	
Religious	Christian Minority
Linguistic	
Any Other	

Establishment Details	
Date of establishment of the college	31-07-1987

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

State	University name	Document
Karnataka	Bangalore University	View Document
Karnataka	Bengaluru Central University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	13-09-1995	View Document
12B of UGC	24-10-2000	View Document

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	No. 19, 3rd Cross, CSI Compound	Urban	2.22	9979

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCA,Computer Science	36	HSC	English	50	36
UG	BBA,Management Studies	36	HSC	English	60	45
UG	BCom,Commerce	36	HSC	English	245	226
UG	BA,Humanities	36	HSC	English	220	60
UG	BSc,Science	36	HSC	English	225	71
PG	MSc,Psychology	24	UG	English	20	19
PG	MCom,Commerce	24	UG	English	30	25

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				25				3				46
Recruited	6	19	0	25	1	2	0	3	2	44	0	46
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				25
Recruited	12	13	0	25
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	1	1	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	10	0	0	0	0	0	0	0	13
M.Phil.	1	3	0	1	2	0	0	11	0	18
PG	0	2	0	0	0	0	1	12	0	15

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	1	4	0	5
PG	2	0	0	0	0	0	0	13	0	15

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	1073	93	5	1	1172
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	67	0	0	0	67
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	127	106	99	93
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	13	19	20	19
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	20	23	13	6
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	895	877	661	899
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	151	174	188	169
	Others	0	0	0	0
Total		1206	1199	981	1186

Extended Profile

1 Program

1.1

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

Response: 15

File Description	Document
Institutional Data in Prescribed Format	View Document

1.2

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
06	06	06	06	06

2 Students

2.1

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1196	1200	1241	1259	1295

File Description	Document
Institutional Data in Prescribed Format	View Document

2.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2017-18	2016-17	2015-16	2014-15	2013-14
408	378	352	375	363

File Description	Document
Institutional Data in Prescribed Format	View Document

3 Teachers

3.1

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

2017-18	2016-17	2015-16	2014-15	2013-14
46	46	45	42	42

File Description	Document
Institutional Data in Prescribed Format	View Document

3.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
46	46	46	46	46

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 32

4.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
278.34	250.64	232.40	244.64	242.03

4.3

Number of computers

Response: 105

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The College, being an affiliated Institution of Bangalore University, follows the curriculum and syllabus formulated by the University. The curriculum is designed by the Board of Studies of the University, which involves the participation and consultation of the member colleges and Professional bodies. The calendar of events for the academic year is also followed according to the notification by Bangalore University.

The College conducts various programmes in every Semester for the curricular development and implementation. There are on-going Conferences, Seminars, Panel Discussions, Debates and Awareness Programmes from different departments to empower the students. These have created awareness about new socio-economic trends and strategies in Management and Commerce, as well as new findings in Science.

Academic Calendar

The College also prepares Academic Calendar of Events which consists of curricular, co-curricular and extracurricular activities.

Staff & Department Meetings

Staff and Departmental meetings are held to discuss the plan of action for each semester on a regular basis.

Workload

The Head of each department prepares a tentative workload for the semester / year, which helps the Institution for new recruitment.

Teaching Plan & Work Record

For the effective implementation of the curriculum, teaching plan and Work Records are maintained by the Faculty members. Relevant and suitable teaching methodologies are adopted for various topics. The work record and Teaching plan is supervised periodically by the Head of the Department and the Principal.

Time-Table

The time table committee is entrusted to prepare the time table, stream wise for Arts, Science, Commerce, Management and PG Courses, which is finalised by the Head of the Department and the Principal.

Beyond Curriculum

The Institution goes beyond University Curriculum, to equip both Staff and Students by conducting Orientation, Workshops, Seminars, Guest Lectures, Field trips, Industrial visits and Collaborative Programmes.

The College conducts Orientation for the Staff at the beginning of the academic year to encourage and boost the confidence level of the faculty. This helps them to adapt the Innovative teaching skills for more effective and productive teaching practices.

IQAC

Internal Quality Assurance Cell monitors National Level Seminars, Conferences, Symposium and Panel discussions organized by the institution to serve as a platform for students to enhance their competencies.

Faculty Development Programs

Faculty Members are encouraged to attend workshops, seminars, faculty development programs conducted by universities and other colleges, which enhance their subject knowledge and enables them to enrich their curriculum.

Value Added Learning

Certificate, Skill Development Courses and Value Added Programmes are offered by the institution to supplement the curriculum. Courses like personality development, career planning and soft skills development provides training and guidance for the students. Additional add-on courses such as Tally, UGC sponsored courses Networking with Netsim are offered to make the students employable and be in tune with the contemporary market demands.

Academic Updates

The students are periodically intimated regarding Academic activities through the College Website, College Calendar, Regular SMS, Magazine and Class what's app groups.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 22

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

2017-18	2016-17	2015-16	2014-15	2013-14
05	02	06	07	02

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document

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

Response: 83.71

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	7	7	8	11

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

1.2 Academic Flexibility

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

Response: 33.33

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

Response: 05

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

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

has been implemented

Response: 100

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

Response: 06

File Description	Document
Name of the programs in which CBCS is implemented	
Minutes of relevant Academic Council/BOS meetings.	

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

Response: 25.74

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

2017-18	2016-17	2015-16	2014-15	2013-14
328	369	486	243	156

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

1.3 Curriculum Enrichment

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

Response:

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

To meet the growing demands of the corporate and groom the students with a complete personality, the College is striving hard to develop the skills of students by giving them the value added courses. The

College offers value added programmes which helps students in each semester . The University has prescribed non-core subjects apart from the main curriculum which helps in gaining knowledge and strengthening the value system.

Apart from these courses the college is also conducting other activities ;-

- Department of Sociology screened a documentary film show "Kannadi" on child sex abuse at college followed by participation in a silent protest "Women in Black " against atrocities on women at Cauvery Circle, M.G. road ' Bangalore in March 2015.
- Dr. C.Sowrabha, department of Sociology, joined hands with SCEAD foundation to organize a photo exhibition & signature campaign on 'Save Girl Child' on 26th February 2015.
- Eco watch club celebrated green day and clean day with tremendous response from all the students. A small step to make our environment a better place to live.

Human values and Professional Ethics

- Every alternate Thursdays assemblies are being conducted based on the themes which help students to become more socially aware and responsible and on every alternate Thursday value education classes are being conducted based on various value systems.
- Anti Ragging Committee was formed in order to take care and prevent ragging. The students are explained about the strict anti-ragging policy of our college. The college has a zero-tolerance policy on ragging and use of mobile phone.
- Sexual Harassment Redressal Cell has been instituted in our college on 31st August 2014.
- Depression week:- Anti-depression week was being celebrated in college between 14th and 25th August 2018 by the psychology department with an objective to celebrate life and to defeat depression.
- The final year students Ms. ChaitraChidananda produced a documentary film on 'Rape against Women' as a part of her Journalism assignment on crime reporting. The documentary film was selected by the National Commission for Women (NCW) and was screened at Jharkand and was felicitated in college on 27th September 2014 for her achievement.
- On 17th February 2018, our staff and students went on a rally from our college to town hall for an awareness programme on gender equity and sensitization with various placards shouting slogans and depicted two street plays to bring an awareness of gender equity.
- The Youth Red Cross Society organizes regular blood donation camps and an awareness program was conducted on the topic –"HIV – Awareness program.
- Internal Complaint Committee aims to protect and prevent sexual harassment of women at work place and other incidents related to women at workplace. An awareness program was conducted on the 2nd, 9th and 16th February 2018 on cyberspace and related crimes.

File Description	Document
Any Additional Information	[View Document](#)

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

Response: 14

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

Response: 14

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 36.79

1.3.3.1 Number of students undertaking field projects or internships

Response: 440

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

1.4 Feedback System

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

Response: B.Any 3 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 13.13

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

2017-18	2016-17	2015-16	2014-15	2013-14
125	152	186	166	186

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 58.53

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

2017-18	2016-17	2015-16	2014-15	2013-14
431	431	455	415	458

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

2017-18	2016-17	2015-16	2014-15	2013-14
775	765	735	735	735

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

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

Response:

Our Institution assesses the student's learning capabilities at the entry level based on their qualifying Examination marks (eg. PUC for Degree courses and Bachelor Degree for Master courses). The consecutive assessment is done once the student attends the regular classes through their interactive sessions and Class test results. Teachers maintain the database of the students and their performance in the respective subjects. Individual departments and the mentors access this data after each set of examination and assess the performance of different categories of students. Each set of students are then handled individually by the subject teachers based on their performances.

Slow learners:

- Individual students are identified by the subject teachers and their issues are addressed separately. Remedial classes are conducted regularly by the subject teachers based on their performances in the respective subjects. These remedial classes are conducted during the break-time or after the class hours. Attendance for each session is maintained by the subject teachers and their progress is observed after the remedial classes. To improve their grades assignments are given to the slow learners. Question Banks are given to them to exercise and perform better in final examination. They are also provided basic certificate courses apart from the advanced certificate courses provided for advanced learners like Tally ERP 9, Soft skills training…etc.

Advanced learners:

Advanced learners are identified through class interactive sessions and through their curriculum performances. They are encouraged to develop their skills and talents. Advanced learners are involved in class by giving them problem solving assignments, Case studies, assigning them as project leaders.

Advance learners contribute to Newsletters of various departments and articles for the college magazine.

Advanced learners become group leaders. They are also part of student council and help to organize inter – collegiate, inter-class and co-curricular activities.

Advanced learners are also sent for on-the job training, International Exchange Program through various clubs and committees. They are encouraged to participate in various Inter- collegiate competitions, Inter-class competitions etc. Advanced learners are encouraged to take up research projects, present research papers, participate in national and international seminars /conferences /workshops.

Several certificate courses are offered to advanced learners like Stock Market, Fashion designing ,NETSIM, Embedded systems etc.

They are encouraged to take up professional courses along with the bachelor degree and coaching for the same is provided in campus like CA/CS examination (Chartered Accountant /Company Secretary)

Students scoring high marks/ Ranks in University Examination are recognized in the general assembly. The college also rewards the outgoing students with various prizes like "Best Outstanding Student", "Best Prefect", "Best in Co-Curricular"….etc.

2.2.2 Student - Full time teacher ratio

Response: 26:1

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.33

2.2.3.1 Number of differently abled students on rolls

Response: 04

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

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

Response:

- Our Institution strongly focuses on student centric methods.
- Besides classroom interaction we involve students in different experiential, participative and

problem solving methodologies.

- Department of languages uses methodologies like drama, role play, oral comprehension, grammar and translation exercise, reading session and quiz. Games like cross word, Pictionary and treasure hunt (to improves vocabulary) dialogues and songs (to enhances verbal skill) creative writing, practice drills, open book test, interactive session, debate, reading interpretation and writing Assignment etc.
- Department of Social Sciences uses experiential and participative methods like Group wise Presentation, Field visit, screening of Documentaries, Jig-Saw Puzzle (exchange of ideas to get a clusters of ideas), divide and rule policy (exchange of notes), learning earning management system (Think, Pair and Share), News reading, group discussion, Practical oriented assignment, Movie review, big fight, interview skill, preparing ads, review of the Newspaper, Industrial visit , Case study, copy and editing techniques.
- Department of Pure Science uses ICT methods - OHP, LCD, Models, Charts, Model making, Audio Visual learning, Puppet making, Creative activity, Parent education Programme, Guest lecture, Short video Clipping, Live presentation using YouTube, PPT, Group discussion, Quiz, Industrial and Field visit.
- Department of Commerce uses methods like PPT, Field Visit, Assignment, Seminar, Guest Lecture, Visual stimulation (on- line trading) Experiential and Service learning (GO DIGITAL), Critical thinking, Student centered constructionism (case studies) and Industrial Visit.
- The Department of Management involves the students in regular interactions - Projects, Assignment, Case study, group discussions, PPT, Open book test, Role play, debate, co-relation based on learning, model making exercise and industrial visit.
- Department of Computer Science involves students in practices like, PPT, Seminar, Project Assignment and web designing. Field visits are part of department's activities.
- Bulletin Board is prepared department wise, it deals with subject related topics which have contemporary relevance. The News Board prepared class wise highlights local, national and international events of the week. This helps students to develop, team work, awareness and time management.
- Students are encouraged to be members of various clubs – E-cell, Eco club, Rotaract, SCM, YWCA, Adventure club, Youth Red Cross, NCC, NSS. Departments also have their associations, which are active throughout the year. This increases the students level of general awareness towards society, environment and nation.
- Final Degree students conduct "A theme wise" general assembly based on current social issues which imparts nation building activities. National events are also celebrated.
- Students organise tuck shops class wise. The class prefect takes the initiative. She and her team, plan, budget, organise and earn which is participative learning.

The elected student council members with guidance and assistance from welfare officers (Faculty) organise programs throughout the year, helping to raise funds and organise events, thereby enhancing their learning experiences.

File Description	Document
Any additional information	[View Document](#)

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems

(LMS), E-learning resources etc.

Response: 67.39

2.3.2.1 Number of teachers using ICT

Response: 31

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

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

Response: 26:1

2.3.3.1 Number of mentors

Response: 46

2.3.4 Innovation and creativity in teaching-learning

Response:

Apart from traditional methods of teaching, our faculty members have developed creative ideas, techniques, methods and practices to enhance the student capacity for thinking and learning. With the guidance of the teacher the students come up with innovative ideas and viewpoints viz., Small Group Discussions, Group Presentations and Debates. Students are encouraged to display News Boards, Bulletin Boards, Newsletters, Models, Charts and Collage on weekly bases which are kept for the view of other students in order to enable them to be motivated and develop their competitive spirits. Our Institution conducts Seminars, Conferences, Workshops, Panel Discussions, National and International Symposiums and encourages students in paper presentation and active participation. Field, Industrial visits are taken up periodically so that the students get hands-on experience and clarify their doubts in the respective field. Our Library has a vast collection of books to cater to the needs of the students to enhance their knowledge. The students have free access to internet, can browse for Journals and reference books for notes and examination purposes. A task is given to the students related to Case Studies, Problem Solving Issues and Documentaries for them to think and act positively there by finding solutions. Every year, our Institution conducts the annual Inter Collegiate, Cultural and Literary Fest Disha where in each department conducts an event. Students are encouraged to take up responsibilities which include Gospel Fest, Christmas Carol Service, Tuck shop and any other programmes conducted by the college to show case their leadership and organizational skills. The institution has set up various clubs and committees like NSS, NCC, E-Cell, Rotaract Club, Youth Red Cross, Eco Watch Club, and Adventure Club. These are conducted during the activity hour and students can enroll in any to channelize their interest. Class wise General Assembly (Awareness Programme) is held on a bi-weekly basis. The Institution, in collaboration with Bharat Electronics provides Electronic Voting Machines for the students to exercise their franchise at the Student Council Elections that are held for the Student Council Body. Guest Lectures, Industrial Experts and Resource Persons are invited on a periodic basis to impart theoretical knowledge and skills thereby

catering to the needs of the Job Market. Students are encouraged to take up certificate courses like Tally ERP and Java to enhance their individual profiles. The Placement Cell of the College is actively involved in the invitation of various renowned companies to the College in order to help in the placement of students in jobs immediately on completion of their undergraduate course. Faculty take up responsibilities as Mentors and guide the students with regard to various career oriented courses, competitive examinations, awareness about the recent trends in their respective disciplines and helping with academic and personal problems. Educational Tours and Excursions are conducted for the psychological well being of the students as well as making the learning process more interesting and impressive. What the students have learnt within the walls of the institution is carried out to Society in the form of Rallies.

2.4 Teacher Profile and Quality

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

Response: 3540

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

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

Response: 1.87

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	2	1

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)
Any additional information	[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 14.57

2.4.3.1 Total experience of full-time teachers

Response: 670

File Description	Document
Any additional information	[View Document](#)

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

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

Response:

Evaluation of the skills gained by the students is the focal point in attaining a degree. Continuous assessment and evaluation helps to improve the quality to ensure that the student has the prerequisites expected of a graduate. The college has been affiliated to the Bangalore University and it adheres to the norms prescribed by the university.

- The university has both internal and external evaluation to assess the students on various aspects.
- The students are informed of the internal and external assessment system through the orientation programme and through the respective subject teachers.
- Though the external assessment comes at the end of every semester, the college adopts various methods to assess the students through continuous internal evaluation.
- The evaluation process is both conventional as well as modern, depending on the skills of the admitted students, which are as follows:
- The conventional method includes conducting one declared written test and the innovative method varies from classroom discussions, student seminars, presentations, quiz, etc.
- The tests will be conducted for 30 marks as stipulated by the university norms and the average is calculated as the final internal marks.
- Multiple written as well as oral assignments are given to students to cultivate their comprehensive, cohesive communicative skills both oral and written.
- The students are encouraged to use all sources, either from the internet or by visiting libraries to think beyond their prescribed text books and explore all sources.
- The final internal marks also include the average attendance, classroom performance and the participation of the students in extracurricular and co-curricular activities.
- Students are encouraged to be creative in the presentation of their subjects to boost their self-confidence.
- Each student is given individual opportunity to practice lab work, so that she can understand the practical aspects of a concept which will help in her future endeavours and in the final practical exam.
- In the final year of the course, the students are given the opportunity to do projects and the quality of their skills is assessed by external examiners.
- The evaluation and assessment system adapted by the university and the college is aimed at mapping the individual capabilities of the students to identify the written and oral expression, comprehensiveness and accuracy of information.
- It takes into account the individual student's progression and improvement over a period of time, over the performance parameters set by the faculty or respective department.
- The written examinations, assignments and classroom presentations have developed the communication skills and interpersonal skills of our students.
- The college has increased the benefits to the students by adhering strictly to the vision and mission of the institution and improving the quality of students by the continuous internal valuation has been the central force behind it.

File Description	Document
Any additional information	[View Document](#)

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

Response:

Internal assessment for all courses and subjects is done strictly as per university guidelines. The college conducts internal assessment throughout the semester.

- The results are constantly monitored by the class teacher to ensure consistent performance of the students.
- The internal tests are conducted.
- Attendance and assignments are also considered.
- For the subjects that have an allotment of 30 marks as internal marks, the following procedure is observed:

The attendance is 5 marks, the assignment is given 5 marks, and test 20 marks.

- For the subjects that follow 50 marks, the following process is observed:

The attendance is given 10 marks, the assignment is given 10 marks, and the test marks are 30.

- The tests are conducted methodically, which includes question papers as per the university pattern.
- Post internal tests, the students are given the test papers to check whether they have rightly answered the questions and that they have been justly valued.'
- The relevant subject teachers counsel the weak students to fare well in the university exams.
- Assignments include a variety of activities like classroom seminars conducted by the students on relevant topics allotted to them in groups or as individuals, PPT presentations for practical subjects, written assignments on theoretical subjects for all courses, model-making either as business plans and official presentations or in the mechanical field , software, etc.; chart-making to explore creative sides of the students and help them combine art with the ability to convey important aspects of the topic, group discussions to improve cooperative quality and also exchange knowledge and surprise quizzes to keep the students on their toes with their learning.
- Allotment of marks is decided by the subject teacher, overseen by the HODs and the Principal.
- The procedure is explained to both students and parents at the orientation programme. Final CIA marks are displayed on notice board, before uploading them in the portal.
- Students can contact respective subject teachers in case of any discrepancy in the marks which shall be redressed immediately if found to be wrongly valued or entered.

File Description	Document
Any additional information	[View Document](#)

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

Response:

- The college has an effective system to address the grievances of the students for the internal assessment marks and also after the results is announced by the university at the end of every semester.
- The mechanism is transparent, time-bound and efficient.
- The students are free to approach the concerned subject teachers once the internal assessment marks are released and can get them clarified as to why the marks have been lowered thus.
- They can contest the evaluation process and the same shall be attended to.
- In case of the end-semester external exam, students are given sufficient scope for the redressal of their grievances to evaluation of different papers in the following manner:

1) They can ask for a photocopy of the test paper to check whether the paper is justly valued. In case, the evaluation is found to be defective, the students are legally eligible under the university rules for the re-evaluation.

2) They can also make a written request for the re-totalling of marks within the stipulated time, after the publication of the results along with a fee.

3) The corrections in the final marks statement also can be made by the student in written requisition which shall be addressed by the university as per the norms.

- The Registrar or the Controller of the examination makes the final decision with regards to exam-related grievances at the university level.
- The internal marks are recorded in a format as per the norms of the university and college.
- The final internal marks are displayed on the notice board, before uploading them in the university portal to facilitate the students to know how much they would get as the internal marks when the final results are released.
- The class teacher assigned for each class maintains a record of the attendance, marks and other such details.
- The weightage for attendance is recorded with a minimum of 40 to 60 hours of which the student is expected to have 75% attendance.
- The student is expected to have taken part in project work, classroom discussions and seminars to gain the minimum marks set by the examination committee.
- In case of any grievance not getting solved by the subject teacher and the matter is taken to the HOD and then to the Principal wherein the final decision will be made.

Continuous evaluation ensures student involvement and progress. Hence the students pass out in open competition with flying colours.

File Description	Document
Any additional information	[View Document](#)

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

Response:

- The college is affiliated to Bangalore University and hence the pattern prescribed the university is strictly followed.
- The university provides an academic calendar that specifies the date of the commencement and the end of classes for each semester along with the government holidays.
- Based on the norms set by the University, the Principal, and the HODs decide on the internal examination dates, and the dates for academic activities like workshops or seminars or ethnic/cultural/food/sports fests.
- Regular staff meetings are conducted to ensure adherence to the schedule given in the academic calendar.
- In case of any unusual and unscheduled break in the working day as in the national bandh or the death of a VIP, the staff committee meets to re-schedule the working days.
- Department timetable is prepared by each department, facilitating the teachers to allot sufficient time for each subject as per the workload allotted by the University.
- The timetable is given to each and every student of the department to ensure that they stick to the schedule.
- The calendar is well-planned in advance and is outlined in a detailed fashion.
- The college functions adhere to the minimum number of working days and teaching days.
- On average the college worked for 200 days the past five years.
- A work diary is maintained by the teachers individually according to the classes taken by them as per the college calendar.
- Departments follow different evaluation outcomes throughout the semester as an indicator of the student performance.
- The continuous internal assessment and evaluation pattern for the undergraduate students is as follows:

  - The timetable for each internal assessment is prepared well in advance as per the calendar schedule.
  - The subject teachers are given ample time to set the question paper as per the university norms.
  - The internal assessment papers are corrected within 5 days and papers are discussed with students for better understanding of how to approach the question properly, in case their expectations are not met by the evaluator.
  - Students are also assessed on the basis of seminars, assignments and projects.
  - Students are encouraged to select topics for classroom presentations which are outside the curriculum to make the learning process more interesting.
  - The college has an excellent work culture and therefore it seldom faces difficulties in completing the curriculum within the planned time frame of the calendar.

File Description	Document
Any additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

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

Response:

Though the curriculum of the programs is designed by the university, the respective departments have defined the program outcomes offered by the college from this academic year. The curriculum of certificate course and their program outcomes are designed by the department.

All the departments who conduct regular programs along with specific additional courses are asked to define their outcomes and course outcomes by the IQAC and the college administration. These outcomes were confirmed by the faculty of every department in their departmental meetings and then it is uploaded to the college website. These outcomes are displayed on the notice board of each department. The students were informed about these outcomes in the orientation program by the principal. In departmental alumni meeting the discussion on these outcomes is made intentionally in the presence of the students.

In the last five years, the college has started many self-designed certificate courses. Their program outcomes are also clearly stated and communicated to the students in regular classes. Besides, the respective departments where these courses are conducted also make the students aware of these outcomes.

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

The institution makes sure that the outcomes stated, are received by the students in the course of 3 years. The evaluation system and student feedback ensure that the course objectives are received through proper channels to the students. Our students showcase exemplary results in the university examinations and are well placed in the job market either in the public or government sector. Preparation of teaching plan and maintenance of work diary helps the teacher and the student to focus on the activities to achieve the outcome. The internal quality assurance cell of the college introduced mentor system from the year 2017-18, where each faculty is a mentor for 25-30 students, who meet the students regularly and observe the development of the students. Continuous assessment of students gives a feedback on the learning

outcomes of each course and is done by conducting assignments and internal test. The subjects in which the student seems to lag behind are taken for remedial class. Regular seminars, debates, case studies, quizzes pertaining to the relevant subjects are conducted in the class room to make learning an integrated and interesting process. Projects, industrial trips, workshops are included in the curriculum so that the students adopt an interdisciplinary approach to learning. Interaction with alumni enables the students to cope with recent trends in the industry. Extension activities such as awareness rallies, cleanliness campaigns, eco clubs and outreach activities enable the students to think out of the box and be creative, proactive and inculcate the values of ethics in students and enable the students to be socially responsible. Many of our students have participated in inter collegiate fests, and in sports represented state, national and international level and have brought accolades to the institution. For multifaceted development of students, we encourage the students to be part of clubs and association of college like NCC, NSS, Rotaract,YWCA, E-Cell which are highly exemplary of the attainment of the outcomes.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 83.58

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

Response: 341

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 408

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.32

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

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

Response: 0

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

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

Response: 48

File Description	Document
Any additional information	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

Innovative Eco System

As part of our in-house initiative to develop business innovations amongst students we have an Innovative Eco System that generates ideas in the field of business.

The Entrepreneurship Cell: "E- Evolve", is a part of this system enabling students to develop new business models for startups. "E- Evolve" begins every year with an orientation program that has select resource persons who address and inspire students. An E-Cell leadership team of final and second year students run the cell effectively. "E-evolve" conducted activities such as $1 venture, Inside the Box and Business plan

Having signed an MOU with National Entrepreneurship Network (NEN) Certificate Courses- WFNEN100 series programme are conducted every year.

E-Week is celebrated annually with the theme given by NEN. Regular FDP is conducted by NEN. E-evolve publishes a newsletter. Campus run companies such as Color Crafts and Fly By, Creative Gallery Melting Moments, Camouflage and Bottle Art are managed by E- cell students.

The E- cell students made an eco-friendly banner for the Panel Discussion on the topic 'Skill India - Make in India'.

Our institution seeks to enhance its capacity to impact society by setting up a **Research and Incubation Centre: "In-Volve".** It will build a culture of research on campus in order to enable faculty and students to undertake research in terms of research projects and varied research programs.

"In-Volve" seeks to:

1. Enable faculty and students to undertake micro research projects
2. Organize high quality conferences and symposia at regular intervals
3. Establish collaborative research programs
4. Organize on-going Public Lecture Series
5. Invite distinguished scholars and public intellectuals to address and participate in Q&A sessions with our academic audience
6. Publish High Quality research journals and books

"In-Volve" caters to postgraduate and undergraduate students and faculty. It will provide a space for improving intellectual ability in keeping with the institution's commitment towards capacity building of the teaching-learning fraternity through innovative and best practices.

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

Response: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	03	01	00	01

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

3.3 Research Publications and Awards

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

Response: No

File Description	Document
Institutional data in prescribed format	[View Document]

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

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document]

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

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

Response: 0.34

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

2017-18	2016-17	2015-16	2014-15	2013-14
04	00	06	05	00

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

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college conducts extension activities for sensitizing students to social issues. Following are the activities:

NSS programmes have created awareness amongst the student body about a wide spectrum of issues - Gender equality, Women empowerment, Cleanliness programmes etc. which contributes to nation building

activities. NSS conducts regular camps as part of their community outreach programme. Local visits to Janapada Loka, working with rural and urban communities are part of its activities. As part of Digital India – Power to Empower, the NSS volunteers, NCC cadets and E-cell members were taken to SP Road, Bangalore to spread awareness and educate small vendors on different modes of Digital payment.

The NCC unit of our college organized a number of programmes during the period 2013-2018. A Hospital Attachment Training Camp was organized for NCC cadets. In memory of nation's martyrs the NCC cadets participated in Samaranjali. They also participated in a marathon 'Pinkathon', emphasizing gender equality. Trekking and Map reading skills were imparted to the cadets in regular trekking camps. They also participated annually in CATC (Combined Annual Training Camp) and NIC (National Integration Camp). Besides this the cadets participated in the Independence Day celebration at Maneckshaw Parade ground. Swachh Bharath Abhiyann has been a thrust area for the NCC unit of our college, in regard to this several cleaning activities in places such as Lalbagh, Bangalore were taken up.

The initiatives of Rotaract club includes, - bringing awareness about the "Good Touch and Bad Touch" among school children, pulse polio campaign, Cancer awareness run at Kanteerava stadium, 'Holla Back'- online campaign against street harassment, save the trees campaign, newspaper drive, outreach programmes for specially challenged children etc.

The college helped in collecting the requirements needed by the victims of Kerala flood from the students. Regular visits to oldage home and orphanages are part of our outreach programmes.

Youth Red Cross Society of our college conducted awareness programmes on HIV and blood donation camps in association with Kidwai Memorial Institution of Oncology are conducted regularly.

The students of our college trained the under privileged women and children at KS Garden, Bangalore in candle making, paper craft and cooking nutrient rich food in association with YWCA. They also conduct nutrition education for parents and creative activities for children.

The SCMI (Student Christian Movement of India) unit of our college has produced awareness amongst our students regarding Human rights, Gender disparities, Privatization of water, Dalit and Adivasi issues, Globalization, Interfaith relations, Media and Education etc. Besides these National and International camps were attended by our student representatives including International Organizing Committee meeting 'Be no longer silent' at Berlin, Germany.

The Entrepreneurship- cell named E- Evolve has taken initiatives to start up various student ventures in college such as Bottle art, Glitter gallery, Melting Moments, Colour craft and Fly- Buy. As a part of social awareness programme E- leaders are sent to private schools to educate students in the art of quilling, paper craft and bottle art.

File Description	Document
Link for Additional Information	View Document

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

Response: 11

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

2017-18	2016-17	2015-16	2014-15	2013-14
03	02	03	02	01

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)
Any additional information	[View Document](#)

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

Response: 193

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

2017-18	2016-17	2015-16	2014-15	2013-14
47	34	38	31	43

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)
Any additional information	[View Document](#)

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

Response: 41.93

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

2017-18	2016-17	2015-16	2014-15	2013-14
524	553	467	470	580

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)
Any additional information	[View Document](#)

3.5 Collaboration

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

Response: 39

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

2017-18	2016-17	2015-16	2014-15	2013-14
08	10	09	06	06

File Description	Document
Number of Collaborative activities for research, faculty etc	[View Document](#)
Copies of collaboration	[View Document](#)
Any additional information	[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other

Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 26

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

2017-18	2016-17	2015-16	2014-15	2013-14
07	08	06	03	02

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	[View Document](#)
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

- Bishop Cotton Women's Christian College was established in 1987 at St. Marks Road where it shared the campus with Bishop Cotton Girls' School. It moved to its present location on Mission Road in 1999.
- Keeping in mind the need for constant growth and expansion the college and management has engaged in continuous construction and enhancement of physical facilities.
- The college is located in the heart of Bangalore city and has an area of 9979 square metres of land.
- It houses the Undergraduate Commerce, Humanities and Science blocks. The Management Studies and PG programmes (M.Com and M.Sc.- Psychology) are housed in a separate block opposite the College in the Karnataka Central Diocese- HRD Centre. (Owned by the Management).
- The blocks comprise classrooms which have LCD facilities, laboratories for the Undergraduate and Post-Graduate courses, a well-furnished administrative office, library, staff rooms, canteen, chapel and a seminar hall with a seating capacity of 500 people.
- The college has laboratory facilities for Computer Science, Psychology, Physics and Electronics, Chemistry, Botany, Bio-Technology, Home Science, Nutrition and Dietetics, Mathematics and English Language Learning that use modern equipment to meet the needs of the courses offered.
- The college has an open air stage which is used for assemblies and cultural programmes
- A hostel for women is located off campus at a distance of less than 4km.
- The college premises and classrooms are under CCTV surveillance.
- There is an extension counter of Union Bank to cater to the banking requirements of the institution.
- Five water purifiers provide clean drinking water for students.
- Sanitary pad vending machines cum incinerator has been installed in the washrooms on the ground and first floor.
- The college has a designated IQAC room for conducting meetings and storage of relevant documents.
- The First- Aid cum Recovery room has three beds and a stock of basic first- aid medicines. An MOU has been signed with C.S.I Hospital for the provision of a Doctor and Nurse on call basis.

- A recent addition is the establishment of a Language Lab for the enhancement of language skills. It was originally set up with 10 computer stations but has been upgraded to cater to 32 students with the Clarity Language Learning software.

FUTURE PLANS

- The management has a blue-print to construct an auditorium complex with a seating capacity of 1000 people with audio- visual rooms, classrooms and a basement parking facility.
- The Sports Complex, additional classrooms and an upgraded Commerce and Management Lab are scheduled to be added.

* The management plans to make the college disabled friendly by installing lifts and ramps where ever possible.

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

Response:

Sports

* The college plays a supportive role in encouraging students to participate in sports activities.
* The students participate in sports ranging from Shuttle Badminton, Athletics, Basketball, Volley ball, Cricket, Taekwondo and Throw ball.
* Indoor games such as Table-Tennis, Chess and Carrom are played on campus.
* Badminton and Basketball are played by students on campus in their leisure time.
* The college has a qualified Sports Director.
* A moderately equipped gym with exercise equipment is available for use by students and staff. Coaching and practise sessions for sports and games are held at the sister institutions (Mitralaya Girls' High School and United Mission Degree College) located 200 metres away from the campus. An MOU has been signed with Mitralaya Girls' High School to this effect.

Cultural

* The college conducts various inter class and inter collegiate events like 'Disha'(Cultural and Literary Fest) , 'Exalted' (Gospel Fest) and 'Nishka' (Management Fest) through the calendar year.
* Most of the events take place on the open- air stage or the seminar hall.
* The college encourages students to participate in various cultural events and they have brought laurels to the institution.
* The students are provided participation fees and financial assistance for costumes and specialised training.

File Description	Document
Any additional information	[View Document](#)

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

Response: 81.25

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 26

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

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

Response: 24.98

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

2017-18	2016-17	2015-16	2014-15	2013-14
81.05	81.45	115.6	65.6	5.25

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

- The library has over 18000 books, 40 journals & periodicals & 10 magazines for the users.
- The Library is partially automated and all the books are bar-coded.
- There is an improved collection of printed general knowledge resources for competitive exams. There is a display of signboards to help users to locate books in the library.
- The library has an **Open Access System**.
- Scanned and Spiral-bound Question Banks are available in the library.
- The library has a good collection of Reference Books which are regularly used by the students and teachers.
- There is a separate reprography section where the users can photo-copy, scan, print, download and e-mail within the library.
- The Library movement register has been replaced with an ID card scanner to log in the number of students and staff using the Library

- There are computer stations to browse the internet and access e-books and e-journals.
- Book bank facilities are also provided.

Name of the library software: Libsoft

Nature of automation: Partial

Version: 9.8

Year of automation: 2017

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

Response:

Collection of Rare Books (40)

Name of the books:

Sl No	Name of the Books	Name of the Publishers	Name of the Authors	Year of Publishing
01	The Vicar of Wakefield	Richard Clay & Sons	Oliver Goldsmith	1868
02	Crime and punishment	J M Dent & Sons Ltd	Fyodor Dostoevsky	1911
03	Epigraphia Carnatica(V5)	Basel Mission Press	B Lewis Rice	1902
04	Shakespeare's Troilus & Cressida	J B Lippinott & co	Harold N Hillebrand (Ed)	1953
05	Works of Shakespeare	Methuen & Co Ltd	Morton Luce (Ed)	1906
06	Kipling- A selection of his works & stories	Double day & Co	John Beecroft	1892
07	Essays of Elia	OxfordUniversity press	Charles lamb	1969
08	As Christians teach	Fortress Press	W Kent Gilbert	1962
09	Prayer: The mightiest	Lutterworth Press	Frank C Laubach	1959

	force in the world			
10	Master's men	SCM Press Ltd	William Barclay	1960
11	Through the lands of the Bible	Methuen & co	H V Morton	1946
12	Dawn of world redemption	The Paternoster Press	Erich Sauer	1964
13	Peace with God	The World's Work Ltd	Billy Graham	1964
14	A man called Peter	Peter Davies	Catherine Marshall	1953
15	The tragic protest	SCM Press Ltd	David Anderson	1969
16	Music Ho: A study of music in decline	Faber & Faber Ltd	Constance Lambart	1948
17	Outlines of Indian philosophy	GeorgeAllen& Unwin	M Hiriyanna	1973
18	Science & Christian belief	Fontana Books	C A Coulson	1964
19	Many witnesses , One Lord	SCM Press Ltd	William Barclay	1963
20	Broad horizons	Marshall, Morgan & Scott Ltd	Ivor Powell	1955
21	Modern poetry	Longmans, Green & Co	Parker E W (ed)	1939
22	Essays in Sociological theory	Free Press	Talcott Parsons	1954
23	Sociology: a Handbook	Eurasia Publishing House	William F Ogburn	1966
24	Einstein: The life & times	Avon Books	Ronald W Clark	1965
25	The English novel	Penguin Books	Walter Allen	1954
26	Combinatorial Chance	Charles Griffin & Co. Ltd	David & Barton	1962
27	Scientific methods in Psychology	WM. C. Brown CO. Publishers	Malcolm D Arnoult	1972
28	Elementary theoretical psychology	Addison-Wesley Publishing Co	James G Greeno	1968
29	Psychology of human behavior for nurses	Oxford & IBH Publishing	Lorraine Bradt Dennis	1967
30	Industrial Psychology	Oxford & IBH	Thomas W Harrell	1949

		Publishing		
31	Psycho-cybernetics	Pocket Books	Maxwell Maltz	1960
32	The Freud/ Jung letters	Harvad University Press	William McGuire(ed)	1974
33	Cultural anthropology	Oxford & IBH Publishing	Melville J Herskovits	1955
34	The last notebook & other unpublished papers	Narosa Publishing House	Srinivasa Ramanujam	1988
35	Mindalive Encyopedia: Technology	Marshall Cavendish Books Ltd		1968
36	The standard dictionary of facts	The Frontier Press Co.		1920
37	Cyclopedia of practical quotations	Funk & Wagnalls		1884
38	The Faulkner reader	The Modern library	William Faulkner	1929
39	Elementary theoretical psychology	Addison-Wesley	James G Greeno	1968
40	Straight & crooked thinking	Pan Books	Robert H Thouless	1930

File Description	Document
Any additional information	[View Document](#)

4.2.3 Does the institution have the following:

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

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)

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

Response: 1.34

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

2017-18	2016-17	2015-16	2014-15	2013-14
.70	1.15	1	2.4	1.47

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)

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

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 3.62

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

Response: 45

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College has been using IT facilities since 2011 for running the examination system and from 2012 for facilitating admissions. It has also integrated ICT into its teaching –learning processes.

Description of IT facilities

- The college addresses the ICT issues from time to time.
- A part time systems administrator maintains the IT services.
- There is a firewall which protects the LAN and individual computers have anti- virus software.
- Microsoft Windows and LINUX open software are utilized.
- Students, staff & campus security is maintained through CCTVs & cameras are installed in multiple places on the campus.
- Attendance of Staff is monitored with the help of a bio- metric system.
- College maintains a fully operational website:www.bcwcc.org.
- The email address of the college is bcwcc123@gmail.com.
- From 2018 onwards admissions and supplementary examination are being done online.
- Self -appraisal, students' feedback & Alumni feedback is being done online from 2017 onwards.
- Majority of the classrooms have LCD projectors.
- The administrative office has been fully computerized.

Updation & nature of updation

Upgradation of internet with Wi-Fi from 20 mbps to 200 mbps- 2018.

- The service has been extended to the Mathematics Lab and Language Lab for the students.
- The students' attendance & examination related work is done online using "Knowledge-Pro" Software from 2018.

4.3.2 Student - Computer ratio

Response: 262:23

File Description	Document
Any additional information	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Response: >=50 MBPS

File Description	Document
Any additional information	[View Document](#)

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

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

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

Response: 22.67

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

2017-18	2016-17	2015-16	2014-15	2013-14
55.99	45.45	100.57	55.40	58.24

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

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

Response:

1. The college has a full time assistant supervisor to oversee the maintenance of all facilities on campus.
2. He is assisted by a team of 30 staff.
3. Issues relating to maintenance are communicated to the Principal in writing which are conveyed to the supervisor to be dealt with as soon as possible.
4. Full time lab attenders attend to the laboratories.
5. The Librarian is assisted by two attenders to ensure the smooth functioning of the Library and its facilities.
6. The college has a part time system administrator from CITO Co as part of an AMC to oversee the maintenance of all computer systems , LCD's and networks.
7. All telephone and intercom systems are maintained as per an AMC with COMPAC Tele systems.
8. The College has a back- up generator to ensure uninterrupted power supply which is maintained under an AMC with Intertech Generators.
9. Voltage stabilizers and UPS systems have been installed to ensure protection of equipment.
10. The Biometric system for maintenance of staff attendance is serviced by Info System under AMC.
11. The photocopier machines are maintained under an AMC with Galaxy Imaging Technologies.
12. The newly implemented online attendance system, 'Knowledge Pro' is maintained by IOLITE

Technologies Pvt Ltd.

13. Five water purifiers have been installed for the usage of all staff and students and are maintained by an AMC with Aquaguard Company Ltd.

14. College is conscious of the large waste it generates. Waste is segregated into wet and dry waste and public spaces within the campus have different bins for the same.

15. Wet waste is composted and used as fertilizer for the upkeep of the campus flora.

16. 30 full- time house- keeping staff keep the campus clean. The campus is cleaned once during the day while the washrooms are cleaned twice a day.

17. To cater to any electrical, plumbing, carpentry, painting and masonry work the supervisor hires contractors on an on call basis.

File Description	Document
Any additional information	[View Document](#)
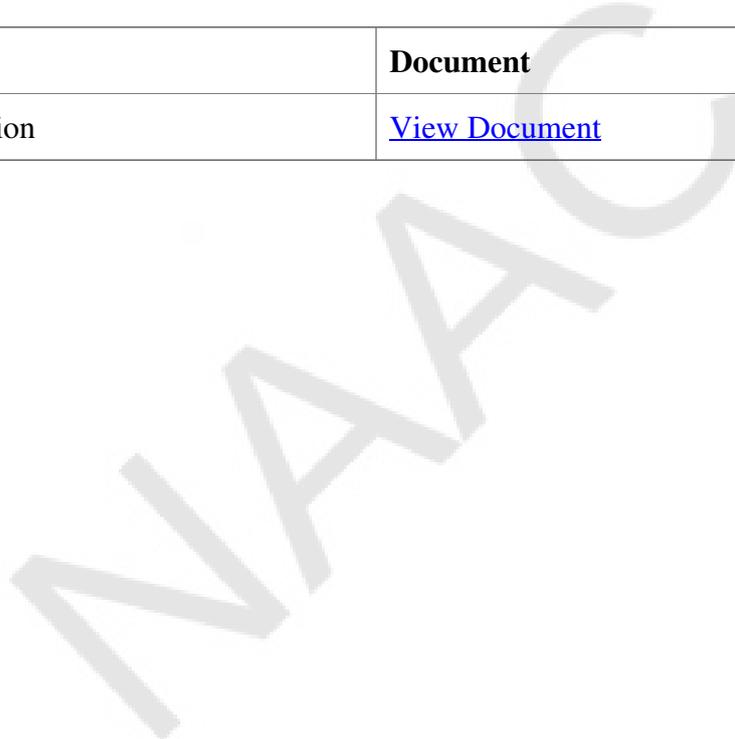
Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 3.07

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

2017-18	2016-17	2015-16	2014-15	2013-14
61	19	27	34	49

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

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

Response: 1.39

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

2017-18	2016-17	2015-16	2014-15	2013-14
16	16	13	24	17

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**

7.Yoga and meditation

8.Personal Counselling

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	<u>View Document</u>
Any additional information	<u>View Document</u>
Link to Institutional website	<u>View Document</u>

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

Response: 43.36

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

2017-18	2016-17	2015-16	2014-15	2013-14
111	805	100	772	920

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

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

Response: 0.43

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

2017-18	2016-17	2015-16	2014-15	2013-14
26	0	0	0	0

File Description	Document
Details of the students benifitted by VET	View Document
Any additional information	View Document

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

Response: Yes

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

5.2 Student Progression

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

Response: 1.05

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	06	00	12

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

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

Response: 7.6

5.2.2.1 Number of outgoing students progressing to higher education

Response: 31

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education	[View Document](#)

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

Response: 20

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	0	0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

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

Response: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
03	02	00	00	00

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

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

Response:

The Student Council at Bishop Cottons Women's Christian College offers a variety of services to individual students and different student groupings. The Student Council works in collaboration with Staff and Management for various tasks that are assigned.

The Student Council is elected democratically by the students and consists of 9 members such as President, Vice President, General Secretary, Treasurer, Chapel Secretary, Sports Secretary, Student Christian Movement Secretary and Cultural Secretary. There are 22 Class Prefects, Cultural Prefects, Sports Prefects and Chapel Prefects.

After Elections the Student Council is sent for a one day Leadership Programme that enhances their skills to be an effective Leader.

The duties, functions, privileges, and term of office are set out and election by-laws approved by Council as institutional rules.

The Student Union is a vital stakeholder within Bishop Cotton Women's Christian College since various decisions require consultation with the Student Union. Bishop Cotton through these processes embraces the notion of co-operative governance.

 In line with the definition of governance, the roles and responsibilities of the Student Union include:

- Participating in institutional decision-making structures.
- Advising and supporting the delivery of effective and efficient student support services.
- Managing and administering student representation at different levels.

- Representing the views of the students to college administration.
- To enhance communication between students, administration, staff and parents.
- To promote an environment conducive to educational and personal development.
- To promote friendship and respect among students.

- To promote co-curricular and extracurricular activities by providing the platform.
- To support the administration and staff in the development of the institute.
- To represent the views of the students on matters of general concern to them.
- To promote the core values as defined in the Mission Statement of the college.
- To coordinate activities of students' societies of various departments.
- To actively participate in the conduct and organisation of various programmes such as Disha, Nishka and Gospel Fest.
- To co-ordinate the functioning of various clubs.

There are two student nominees as a part of the Internal Quality Assessment Centre and Internal Complaint Committee.

File Description	Document
Link for Additional Information	View Document

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

Response: 68.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
67	71	71	67	66

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

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

Response:

The Alumni who have made significant strides in their chosen profession are invited periodically to share

their experience, knowhow and their skills with the present students. The following departments have invited alumni for guest lectures and career guidance sessions.

Department of Home Science

Ms Farheen Fathima – on 'Old Age –Characteristics and Problems'- March 2015

Ms .Sharmadha-on 'Body Image and Personality –Adolescence'- Sept 2016.

Ms.Shruti .S. on "Kitchen planning and materials' March 2018

Department of Psychology

Dr.Aishath Ali Naz- Founder Chairperson –MISTAR Clinical Psychology Clinic -on 'Opportunities and Prospects in Psychology'-23rd August 2017

Mrs.Veena Jain -Zumba and Fitness Expert -on 'Part of the Defeat Depression Campaign'-August 2017

Department of Biotech /Chemistry/ Botany –

Ms. Soujanya -Research Scholar (University of Scotland) on 'Career Guidance '-Sept 2015

Ms..Bhanushree – donated 3 wall clocks to the above mentioned labs in Sep 2015

Departments of Kannada, Journalism, Business Administration, Commerce, Computer Science and Home Science

Invited alumni as judges for inter-class, inter collegiate (NISHKA and DISHA)Fests ..

The E CELL

Invited 20 students between 2014 -2017 to share their experience with E-Cell members of the college. Notable was Ms Sumita Kumar, a former Alumnus and Lecturer of Mount Carmel College.

Ms.Swathi Moopla- Miss Karnataka 2017- invited as the chief guest and judge of the annual Inter–Collegiate Cultural Fest–DISHA 2017.

Ms.Surabhi – an advocate, gave a talk –'Women and Law' to the alumni at the Annual Meet-4th April 2017

The Alumni association felicitated a Retired Lecturer Mrs Vasudha Pansare, HOD, Department of English.

Capt.Yamini Yeduvamshi (BSc -2009) was invited to give a talk to the students of the Hindi Dept.

Two neem saplings donated by the Alumni were planted near the transformer in the year April 2017.

File Description	Document
Link for Additional Information	View Document

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

Response: 1 Lakh - 3 Lakhs

File Description	Document
Alumni association audited statements	View Document

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

Response: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	01

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Nature of Governance:

Governance is defined more as a collegial shared form of governance, which is a multi-level concept including several different bodies & processes with different decision- making functions. The ultimate responsibility of governance rests with the Governing body of the college, functioning under the auspices of the Karnataka Central Diocese. At the helm is the Board of Management which establishes effective ways to govern, while respecting the democratic culture of the decision-making process. Using the larger framework of the   Bangalore University & more recently the Bangalore Central University, the Governance of the College is in line with the guidelines of the parent University.

The Planning, Development & Administration of our   Institution is guided by strong values &   strategic priorities. The Board manifests a commitment to transparency & accountability resulting in good governance.

The Departmental heads in consultation with the Principal discuss Department activities & form a calendar of events which includes department activities, Faculty collaborations in organizing conferences, workshops, Panel Discussions & Inter-disciplinary interactions. These are discussed & approved for implementation in the academic year.

The Key Committees of the college are:

IQAC Committee

Staff Welfare Committee

Student Welfare Committee & other Working Committees for Curricular & Co-Curricular activities.

These committees help in the smooth conduct of academic plans.

Perspective plans

This vision statement is a roadmap for the next 5 years.

The 3 pillars of prominence in this period will be Infrastructure, Innovation in education   & Investment on people in education. Infrastructure will be shaped by our ecological concerns, Innovation will push the boundaries   of education beyond classrooms & Investment on our educators will balance the need of the Digital generation & the timeless wisdom of traditional value based education.

Participation of the teachers in the Decision   making bodies of the HEI:

The Heads of each department are responsible for the administration of their respective departments. They are in charge of all departmental activities like introduction of need-based Certificate courses, Budget proposals, Departmental Activities, Inter-Departmental Collaborations, Conference/Workshops/Symposiums,practical sessions, projects, distribution of work load, remedial classes, monitoring results of the department etc.

The Heads give in the departmental reports to the Principal at regular intervals. Lines of communication are kept open and everyone in the institution is allowed to meet the Principal or HoDs for guidance and consultation. Committees are formed across departments to enable smooth conduct of various functions which promote coordination among the staff of the various departments. Staff meetings are held and chaired by the Principal periodically.

Our Faculty serve on all the University Academic bodies as Chairpersons, BOE, BOS, Paper Setters & Examiners in Autonomous colleges as well.

File Description	Document
Any additional information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Teamwork and leadership qualities are promoted. A *decentralized* functioning mechanism empowers the departments to function with a greater flexibility. To encourage participative management and *decentralized governance*, the institute has empowered its departments, through delegation of authority and defining roles and responsibilities at various levels by formation of various committees. This has helped in grooming l*eadership* among the staff.

Case Study

One such committee where decentralization is evident is the **Internal Complaints Committee (ICC)**. This committee has been set up as per the norms of the "Sexual Harassment of Women at Workplace Act 2013".

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

6.2 Strategy Development and Deployment

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

Response:

The college develops strategic plans focusing on 3 vital areas- **Infrastructure, Innovation in Teaching** & I**nvestment on Educators** .

Infrastructure-

- Construction of an Auditorium with state- of -the-art -facilities
- Separate blocks for Degree and PG courses, focus on Renewable Energy, upgraded Commerce and Business Labs, Upgraded Language lab.
- Online database and maintenance of attendance by OPTRA and IOLITE (Knowledge Pro) services.

Innovation in Teaching:

The strategic plan in the year 2015-16 was to start new PG and UG courses that were relevant & current. During the past 5 years, our college has introduced two new courses in UG and two new courses in PG.Courses like M.Sc in Psychology, B.Sc in NDCZ (Nutrition, Dietetics, Chemistry and Zoology)B.Sc in CZBT(Chemistry, Zoology, Biotechnnology) have been started by the management.

- In order to cater to the increasing job opportunities and demand, plans to introduce new courses in each stream – Commerce (MBA), Humanities (M.A. in English), Science (M.Sc. in Nutrition and Dietetics).Thus the college strives to achieve excellence in the above mentioned fields.

Offer more Value added courses,

- Strengthening learning resources- Upgrading Library, digitization of library and focus on e-resources.
- Establishing Electronic Hub- Internet Browsing Centre with Wi-Fi

Investment on Educators

- **Faculty development**- to focus on skill sets & knowledge enhancement
- Set up Digital Resource Centres in Science, Commerce & the Humanities to allow for Inter-Departmental collaboration & build content rich resources

Need for Attendance Management System:

 With an increasing student strength there was a need to streamline & shift from a manual to an online database & maintenance of Attendance. The Management has engaged the services of OPTRA/Axis Tech services Pvt. Ltd. The budget for the same was put forth & approved.

The fee agreed upon was Rs 190/- plus GST,per student per year.

The OPTRA custom package involved –

Performance Analysis of Students & Teacher

* Alerts

SMS,Email & Website

* Login

Parent & Staff

* Data Entry Services
* Online System
* Reports

Performance Analysis Report

Attendance shortage Report

* Parent Teacher Awareness
* Maximum of 75 SMS per semester

This was implemented for a period of 3 years.

To upgrade this system a budget was sanctioned & the vendor was changed.

The Service fee for this was Rs 240000/- for 1200 students for the first year.

The Management in 2017-18 decided to upgrade this to the next level to incorporate newer features towards automation.

There is a provision to add more features like Administration & User management, Admission, Fees, Attendance, Student portal, Faculty Evaluation, Reports, Employee SMS & Email Integration

Outcome: This has completely reduced errors of manual entering, oversight & omissions.

The parents/wards get regular updates of Attendance & can take precautionary measures before it is too late.

It has led to a flawless record & streamlined the process of Attendance Maintenance..

A new MOU has now been signed by the college with M/s Iolite for a new software Knowledge Pro .

File Description	Document
Any additional information	View Document

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

grievance redressal mechanism

Response:

Administrative Setup: The Management defines the scope and extent of Institutional Governance.

The Management follows a democratic participative leadership style with Autonomy& Accountability as the key principles. The Principal forms **committees** for the smooth conduct of various activities of the institution. The Principal also delegates responsibilities to the **Heads of Departments** and seeks periodic updates through meetings and reports.

The activities of the institution are recorded in the form of Annual Reports, Annual College Magazine, Minutes of meetings, Student feedback forms, Staff Self Appraisal& regular IQARs. Staff meetings are held and chaired by the Principal periodically.

Functions of various bodies

Chairman

- Provide leadership towards the achievement of higher level of excellence of the institution
- Supports the development plans and goals

Board of Management

- Sets policies and plans
- Review and support the Principal and the staff

Working Committee

- Set future plans and get the approval from the Board of Management

  Governing Council

- Initiate and approve recommendations and decisions of Principal

- Develop good governance within the college, compatible with the structures and policies of the Board of Management

Heads of Departments

- Plan, lead and develop the departmental activities to achieve high standard of excellence

IQAC

- Plans for the improvement of infrastructure and academic excellence
- Organize workshops, conferences, seminars and symposiums to promote the quality
- Documentation of various activities and programs
- Prepare Annual Quality Assurance Report (AQAR)

Non -Teaching

Accounts Superintendent

- Lead accounts, produce monthly management accounts, prepare annual budget

Maintenance Supervisor

- Facilities Management, supervising support staff, classroom requirements and cleanliness of the campus

Recruitment: Recruitment of staff is done through Newspaper advertisements followed by demo classes chaired by subject experts, the Principal and HoDs. Shortlisted candidates face an interview by the Management. Based on all these, the candidates are selected by the Management.

Service Rules: A set of Service Rules are given to the staff members at the time of appointment and the service rules are subject to change at the discretion of the Management from time to time.

Promotional Polices: The teaching staff is given Academic Grades based on their Educational Qualifications & Years of Experience in this Institution. The following designations are given based on service in the Institution and Qualification-

Professor: 20 years of Full-time Teaching experience in this Institution and/or PhD Degree with 5 years fulltime Teaching experience in this Institution - **Faculty members in this Grade-19**

Associate Professor: 15 years & above Full-time Teaching experience in this Institution- **3 Faculty members in this Grade**

Assistant Professor: Below15 years of service in this Institution-**25 Faculty members in this Grade**

In addition to this we have one Librarian & one Physical Education Director

Grievance Redressal Mechanism: To address grievances of staff and students, the Internal Complaints Committee (ICC) is in existence with Principal, senior staff members, student representatives and an Advocate as its members.

File Description	Document
Any additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**

3.Finance and Accounts
4.Student Admission and Support
5.Examination

Response: C. Any 3 of the above

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

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

Response:

The **Placement Forum** creates a database of the final year students .

Those that are interested in a career register for the Placements & a New List is generated for further correspondence. Here their job preferences are listed to enable us to share the right openings for the right candidates.

The common openings are in the field of IT& ITES, Banking, Finance, Sales & Marketing, and Education& Content Writing. All the job openings & prospects are regularly shared on the Mailing group. Eligible candidates are also sent to attend Pool campus Placements happening in other colleges in Bangalore.

Companies that get in touch with the Placement officer, indicate their Job openings & a suitable date is fixed & eligible candidates appear for the Recruitment process.

To carry this forward & make it happen on a larger scale& provide multiple opportunities in the comfortable environs of their own campus The Placement Forum organized a Career Fair on campus inviting over 30 companies from different sectors like Healthcare, Banking& Investment, Education, IT &ITES.on March 2nd 2016.

The objective of the Career Fair was to provide a exposure to our students from all the Faculties of Commerce, Science, BCA, Management &Humanities, to all the career prospects available to them as Graduates.

Also this was an opportunity for our students to get a firsthand exposure to the recruitment process of Aptitude Testing, Group discussion & Different rounds of Interview with HR & Technical heads.

This was a day long **Career Fair** that also saw representatives talking of Opportunities in Higher Education overseas.

Over 70 students were shortlisted by the different companies & the further rounds of interview were scheduled for a future date.

The list of participating companies & candidates selected feature under the Placement Forum report.

Fulltime Faculty engaged in academics cannot do justice to this role.

New Initiative: In Jan 2017 the Placement Forum in collaboration with IPOMO Communications, encouraged willing students to download an App. Which serves as a platform for the information related to Placement, Careers, & preparation for the same. This platform posted Job vacancies, Blogs & Articles on GD's Interviews, COCO Rooms (Competition & collaboration) for announcements & hosting of Intercollegiate Quiz contests. Around 80 students registered for the same from the Faculties of BCom,BCA & BBM.

This alliance was formed after a discussion with the Principal & seeking her permission. This was tried on an experimental basis. The subsequent feedback from the students was mixed. There were connectivity issues, while the company was upgrading the same. The students who used this passed out & we are exploring newer ways to manage placements.

File Description	Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Several welfare schemes are available for both teaching and non-teaching staff.

- Periodic pay revisions with statutory benefits are implemented.
- Once in 5 years salary revisions are made for teaching and non-teaching staff.
- DA is revised once in 3 years.
- All permanent staff and their family members are covered by Medical Insurance policy (National Health Insurance) up to 3 lakhs.
- Staff can avail up to 50% fee concession for their children studying in the institution.
- Faculties are encouraged to undertake research work individually and collaboratively, and publish their work as articles in journals and books.
- Faculty development programs are arranged to update staff knowledge from time to time.
- Gifts as cash or kind have been given to all the staff members on occasions such as Christmas, Teacher's day and May Day.
- Christmas gift of Rs 30,000 is given to the employees.
- Teacher's day gift of Rs 6000.
- May Day gift of Rs 6000 is given to maintenance staff.
- Trips are organised to refresh staff.

- Domestic, foreign and one day trips are arranged to refresh the employees.
- Trip loans (soft loans)up to Rs 30,000 is provided
- Non-teaching staff can avail interest free loans.
- Interest free loans up to 20,000 Rs for non- teaching and admin staff.
- Staff can avail financial help for major medical treatment at the discretion of the Board of Management.
- Refreshments for teaching and non-teaching staff are provided.
- Female faculty members can avail maternity leave with pay.
- EPF contribution for employees is extended for all staff members.

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

Response: 23.72

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

2017-18	2016-17	2015-16	2014-15	2013-14
12	01	16	03	20

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)

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

Response: 0.8

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	0

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

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

Response: 69.58

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

2017-18	2016-17	2015-16	2014-15	2013-14
30	36	32	26	30

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

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

Response:

As an effort to ensure high standard in teaching among the teaching staff, the college has implemented faculty appraisal by students. At the end of each semester, students give their feedback for the teachers who were teaching them by answering ten on a scale of 5 marked 1 for poor and 5 for excellent. An OMR with the questionnaire is distributed during the class hours through counsellor. The questions are designed to evaluate the teacher's performance in the class on the merits of subject knowledge, teaching ability, communication skills, discipline of the teacher and the teacher's ability to institute discipline among students, professional standards and professional relationship with the students. The filled in OMR sheets are read and transferred to the software. The software generates feedback report for individual staff members, which will be submitted to the Principal. The Principal reviews all the feedback and appraises teachers based on Hod's feedback and student's feedback. Teachers are given constructive feedback for improving areas which requires attention.

- A comprehensive evaluation by the student is done for the faculty at the end of each academic year.
- *Faculty member submits a self-appraisal.*
- The data obtained from the student evaluation and faculty appraisal is collated and submitted to the Principal for decision making and performance evaluation and improvement. Each teacher is rated

in a scale of point five.
- The principal invites suggestions and collects feed backs independently from the teaching faculty, administrative staff and students before implementing any decisions based on the evaluation.
- Feedback from HOD and students are sought when appointing part-time faculty as full-time faculty members.

Feedback is also collected on the infrastructure and facilities available for the staff and students from time to time and required changes are implemented after due consultation

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal Audit: The Institution does not have an Internal Audit system, however

External Audit is done annually.

External Audit: The Local Inquiry Committee of the Bangalore University visits & checks the Audited statement of accounts every year.

The Department of collegiate Education also conducts External Audit once in 2 years.

The Accounts department of the college, comprising 2 senior Administrative staff maintains accounts meticulously.

The Accounts of the college is scrutinized by the Board of Management. An external Auditor Audits the account annually & certifies or may make recommendations that will be acted upon by the college authorities.

There have been no instances of audit objections so far.

File Description	Document
Any additional information	View Document

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

Response: 2.95

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.15	0.60	1.20	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

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

Response:

Mobilization of funds for the college is through the collection of fees for the Academic year from the students.

Admissions: There is a 'No **Donation''** policy followed by the Management during Admissions.

Corporate Sponsorship is availed for programs such as the Inter-collegiate Fests of the college.

The Dept of management also mobilizes Corporate Sponsorship for Intercollegiate management fest (Details available with dept.)

Funding in terms of Research Grants are availed from UGC & NAAC for academic programs, such as Workshops, Seminars & Career Oriented Certificate Courses.

The Board of Management prepares the Annual budget for the optimal utilization of Available Financial Resources.

File Description	Document
Any additional information	[View Document](#)

6.5 Internal Quality Assurance System

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

Response:

Student engagement in social causes:

In an increasingly digital world, that is gradually getting disconnected, we at college strive to engage students in socially inclusive & culturally sensitive acts of service to community.

This is achieved through a **multi-pronged approach** of involving students through **General Assembly, Value Education, Out Reach programs, Gospel Fest & celebrating   womanhood & empowerment**.

Students involve themselves in large numbers in launching campaigns, taking out rallies, fundraising for social causes, reaching out to the marginalized, the less privileged with time, money & presence. Through this not only do they serve but they also cultivate empathy, selflessness, gratitude& altruism.

- **Garden patch and Graffiti**
  - The institution enriches the free spaces near the canteen with **Patch Gardening** involving the students fromdifferent programs. The main purpose is to nurture the interest in environmental management and protect nature within the given space and scope. Each class tends to a small patch of garden that they planted & ensure it is watered & taken care of. It gives them purpose & makes the campus beautiful.
  - **Graffiti**: The students of various programs involved in implementing graffiti on the inner walls of the college campus, to highlight and strengthen the values among the students on various topics Viz. Human values, Women Empowerment, National Heritage and Eco System.

File Description	Document
Any additional information	[View Document](#)

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

Response:

Aligning with the core values of our Institution, the college seeks to constantly promote a holistic education process. Towards this end the **two notable initiatives in the Teaching learning process set up by IQAC are as follows-**

1. **Organizing Conference & Workshop** to inculcate scientific rigor & Leadership skills in students.

2. **Classroom to Community**: Applying theoretical knowledge acquired in the classroom to benefit the student community by creating awareness socially relevant themes

Example 1: The IQAC   under the direction of the Principal & consultation of the HOD's decided to organize National Level Conference by each Faculty. The Department of Commerce & Science organized

the **One-day National conference on "Higher Education of women in India-Opportunities &Challenges held on 26th February 2016.** This gave our students an opportunity to have a well-rounded exposure into the Academic learning & logistics of organizing a National Conference. Putting together the conference gave the students a hands-on experience at sourcing Resource persons & Speakers of repute, manage logistic support, execute the Conference at the operational level.

In addition to this the bigger value addition of course was the training & learning they gained through presenting a scientific paper at a National Level Conference. Under the guidance of Dr Jacqueline Rajmathi & Dr Susanna,

Ms Puja Rauniyar &Ms KarishmaVarsha of IIIB.Sc presented a paper on

"Challenges & opportunities for women in the field of Science & Technology at the conference & securing the 2nd place for best Paper presentation.

An Inter-disciplinary Science Academies Lecture workshop titled "Advances in Plant & Biomedical Sciences in association with Indian Academy of Sciences, Bangalore, Indian National Science Academy, Delhi & the National Academy of Sciences, Allahabad, India, was organized on 11th of March 2016.

An academic event of this nature enlightens & inspires students to pursue higher Education especially in the pure sciences.

An Inter-collegiate Multi-Departmental Seminar by the Departments of Commerce, Management & Economics was organized on "Demonetization –Opportunities & Challenges, on 14th Feb, 2017.

A one day Humanities National Conference on 'Becoming Woman: Crafting the Female self in the private & public spheres" 21st March 2018

A woman centric theme was upbeat & relevant. It saw a number of young students presenting their perspective & engaging in a lot of debate & discussion.

Example 2:The Department of Psychology constantly strives to apply what is learnt in the classroom to the community. Noteworthy examples of this are the initiatives of the Department to choose socially relevant themes every year & involve a large section of the student community & spread awareness on psychological issues & concerns. Some of the programs are –

- Dealing with Addiction –Substance & Non-substance Abuse by Dr.Manoj Sharma, NIMHANS, August 6th 2015
- Panel Discussion on " Creating safe spaces-Impact of sexual harassment at workplace in collaboration with Enfold Proactive Trust Health. The panelists were legal luminaries, Media Professionals & Policy makers,8th September 2015
- Clean Mind-Clean Environment' a initiative aligning with the PM's Swach Bharath campaign to bring about a change in the mind set of youth on cleanliness inside of their mind & outside. Jan-Dec 2016
- Collaborated with NIMHANS on a Suicide Prevention campaign called 'Silver Lining' campaign, Sept.2016
- 'Defeat Depression' campaign, Sept 2017.

In addition to the above the other facilities towards enhancing the Teaching Learning Process include the following:

- 11 class rooms and the Computer Science lab has been provided with LCD projectors.
- Internet facility is provided in the library.
- The college is a member ofNList – "National Library and Information Services Infrastructure for Scholarly Content", where the staff and students can access E-Journals and E-Books.
- Iolite Software for Attendance Management

File Description	Document
Any additional information	View Document

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

Response: 2.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
07	02	02	00	00

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

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

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	**View Document**
Any additional information	**View Document**
Annual reports of institution	**View Document**

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

Response:

The following is the list of the post-reaccreditation quality initiatives:

Infrastructure:

1. Increase in the number of classrooms: A new block has been acquired by the college and provision has been made to conduct classes for postgraduate students of M.Com and M.sc (Psychology) and for the students of Bachelor of Business management.
2. Canteen facilities: The canteen has shifted to a new location in the campus, which is bigger and much more spacious to suit the requirements of a growing college. Students have been encouraged to paint the walls with specific themes. The old canteen has been renovated into a lab.
3. Chapel: A new chapel has been built to satisfy the spiritual needs.
4. CCTV surveillance: CCTV cameras have been installed in all the classrooms and corridors and all the major areas in the campus. This is very important in a women's college where security is of prime importance.
5. Language lab: The language lab has been equipped with many computers installed with the latest language learning software called Clarity English success program.
6. Library: A new library software was installed – libsoft, ver 9.8 in 2017. The library has also been partially automated where books have been bar-coded and the movement register has been replaced with a scanner for students and staff. The initiative of starting a collection of rare books has also started in the library. E- Resources are provided through British Council and Delnet.
7. Gate: It was observed that having a single gate for entry and exit was causing a lot of traffic snarls; therefore a new gate was constructed to solve this problem.
8. Stage: A permanent stage was constructed to conduct assemblies and other outdoor programs. This has helped to conduct programs where students cannot be accommodated in the seminar hall.
9. Introduction of a sanitary pad vending machine.

- Academic

1. Enrichment of ICT infrastructure: 12 classrooms have been equipped with LCD projectors which has enabled staff to take up innovative teaching practices Internet facility is available in the library.
2. Internal evaluation process: Regular internal exams and model exams are conducted every semester.
3. Seminars, workshops, and conferences: All departments have been encouraged to organize seminars, workshops and conferences.

4. Up-gradation of laboratory infrastructure.
5. Undergraduate Courses: Increase in the number of UG courses like CZBT, NDCZ, CBZ, and PCM.
6. Post Graduate courses: M.sc Psychology has been introduced at the PG level.
7. Students' attendance and examination related work is computerized using Knowledge Pro Software. Messages are sent regularly to parents to keep them updated about the attendance status of their wards.
8. Mentoring system has been streamlined

- **Co curricular and Extension Activities**

1. Students are encouraged to participate in social, cultural, and sports activities.
2. Outreach Programs are conducted every year through the clubs and as class activities.
3. Class Tuck shops: Students are encouraged to develop their entrepreneurial skills by raising funds through class tuck shops. These funds are used for the benefit of students.
4. Graffiti: The walls of the college are painted based on a particular theme. This is to cultivate the artistic capabilities of the students.
5. Garden Patch: Students have been encouraged to grow floral and medicinal plants. A patch of land has been given which is maintained by the students.
6. Mushroom cultivation: The students of Biotechnology have taken up the initiative of mushroom cultivation.
7. Assemblies are conducted by each class based on a specific theme. Resource persons are also invited from various NGOs to impart value based education.
8. A dedicated time has been allocated every week during the activity hour for students to pursue extracurricular activities through the various clubs which function in the college.

- Administrative

1. Regular organization of departmental and working committee meetings to take review
2. Initiation of decentralization practices.
3. Staff appraisal, Students feedback, alumni feedback has been made online.
4. Internal Complaints Committee has been set up as per norms.
5. Staff welfare measures like salary increments, International trips have been implemented.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 3

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	00	00

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

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

Response:

  1.**Safety and security**

For the safety of the students there are 57 CCTV cameras installed all over the campus. 15 cameras outdoors and 42 cameras indoor which is inclusive of all the classrooms and laboratories, these are monitored to ensure no untoward events happen in the campus and our students are safe and secure.

In addition to this our college has tied up with the security agency **Vigilance 24/7** that ensures the college with security.

Legal Literacy programme

This programme is organized for the II year B Com. Students. The main focus of the programme is **"Women & Law"** and to make the students aware of their rights and responsibilities. The resource

person for the programme was selected from various law colleges.

The legal awareness program comprises of 5 sessions.

- The first session was about cybercrime and protection for women according to Information Security Act.
- The second session dealt with succession and inheritance according to Hindu and Mohammadan law.
- The third session dealt with domestic violence and remedies available for women in India
- The fourth session was on the topic – "labour legislation and women's rights at the work place". It includes the directive principles, state policy, provisions of various legislations relating to women workers, Sexual harassment at the work place and legal remedies.
- The Fifth session covered "criminal prosecution and procedural law". It included hierarchy of criminal courts, the jurisdiction, the filing of FIR and charge sheet. All the sessions were interactive .The program made the students aware of women's rights, their duties, various legal procedures and legal remedies .The session was informative.

Sexual Harrassment Redressal cell

Education and awareness are the best ways to prevent sexual harassment. The committee members visited all the classes and briefed students about the different aspects of inappropriate gender- based sexual behaviour. A questionnaire was distributed to students to create awareness about various issues related to sexual harassment.

Internal Complaints Committee

The committee mainly aims to protect students from sexual abuse and harassment and spread awareness about cyber space and its related crimes. The Internal Complaints Committee members were installed by our Principal. The committee comprises of three teaching staff and two non-teaching staff and three student representatives and an external member who is an advocate and a partner of Tommy Sebastian Associates Harassment At Bay, who trained the committee members on handling a complaint on sexual harassment and the procedures to be followed while conducting enquiry proceedings.

An educative programme for the students was conducted during the assembly. It was attended by 1200 Students. An orientation programme was organised for the teaching, nonteaching and support staff on sexual harassment and work place harassment. These awareness programs were conducted with the intention to sensitize on all forms of discrimination as well as rights and legal provisions for their protection, thus empowering them to courageously face their problems of life.

An awareness program was conducted on cyber space and its related crimes. This programme was conducted in order to protect students from sexual harassment, gender based hate speech, and online harassment, and to raise awareness of the laws that support women in their fight against online abuse.

Assembly

The gender based programmes were conducted to educate students on discrimination and violence that is rampant in today's society.

1. **Counselling**

- Counsellor addresses issues on peer pressure, Academic problems, Career guidance, and depression, personal and social related problems of students. Parents are also involved in the process if the need demands.
- Throughout the year counsellor meets students and parents addressing issues on shortage of attendance. Students are counselled and advised to attend college regularly.
- Certain sensitive matters are taken up with the Principal and handled confidentially on a non-judgmental basis.
- Follow up sessions are carried out on a regular basis maintaining confidentiality.
- Feedback is collected from those who attend counselling session.

Common room: Leisure Hub

This is a common room where students vent out their feelings. It gives a platform for the students to make new connections thereby creating a friendly environment. The hub is open for students to discuss about various issues, to name a few, like current affairs, academics, outreach programmes. The suggestion box in the hub helps the students to express their thoughts, ideas, feedback and suggestions. The suggestions are addressed on a monthly basis.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 3.3886

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

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0.37

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

Response: 0.01268

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 3.3886

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

7.1.5 Waste Management steps including:
* **Solid waste management**
* **Liquid waste management**
* **E-waste management**

Response:

Solid Waste Management- Solid Waste Management is a term used to refer to the process of collecting and treating solid waste. It also refers to recycling items or managing solid waste in a way that protects both public health and the environment. Rubbish waste can cause air and water pollution. Rotten garbage also produces harmful gases that can cause breathing problem in people. In order to tackle the solid waste generated at campus, Drum Composting practice was implemented in the year 2014.

DRUM COMPOSTING: The waste collected is segregated into wet and dry waste. Food generated by the students and the college canteen in terms of wet waste is collected and added to the feed as bulking agent. Various physical, chemical and biological parameters are monitored routinely. Drum composting is a potential mean to recycle the waste. The Drum Composting process is done in two plastic drums each of capacity 125ltr.To facilitate natural aeration the process runs for a period of 25 to 30 days under moist condition. The feed was mixed for first 7 days, on the second day earthworm was added intermittently which is responsible for degradation of waste. The conventional composting method of vermicomposting was tried for primary stabilised compost. The manure collected was utilised for gardening purposes.

Liquid Waste Management : Science laboratories: In the science laboratories the hazardous waste chemicals are carefully disposed by diluting them in water and draining in the sink. The concentrated acids are prepared under the fume hood chamber. The laboratories are facilitated with exhaust fans and fume hoods in order to minimize the suffocation and inhaling of various pungent gases liberated from acids.

Rain water Harvesting: A growing demand for water implies the need for an improved understanding of our resources and the ability to manage that demand in an equitable and sustainable way. Rain water harvesting practice is carried out by having recharge pits. Around 11 points at different places are set up on the terrace which is connected to the recharge pit situated to the south side of the college.These help in replenishing groundwater by recharging the underground aquifers, which is utilised at the time of need.

Hollow depth rain water harvesting recharge pits was constructed using the raw materials.Ground water is a common pool resource; hence these recharge pits help the neighbouring communities.

E-Waste Management: The e-waste such as CD, CPU, old keyboards, electrical components are sold as scrap for safe recycling. Refilling of toner and cartridge of printers and maintaining of IT infrastructure is made by an appointed technician who make reuse of toners and reduces the rate of e- waste management.

File Description	Document
Any additional information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

A growing demand for water implies the need for an improved understanding of our resources and the ability to manage that demand in an equitable and sustainable way.

Rain water harvesting practice is carried out by having recharge pits. Around 11 points at different places are set up on the terrace which is connected to the recharge pit situated to the south side of the college. These help in replenishing groundwater by recharging the underground aquifers, which is utilised at the time of need.

Very shallow depth rain water harvesting recharge pit was constructed using the raw materials. Ground water is a common pool resource, hence these recharge pits help the neighbouring communities to increase their ground water level and in turn fill their bore wells.

File Description	Document
Any additional information	[View Document](#)

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Green Practices

- **Bicycles-** the College encourages student to use bicycles in order to reduce the pollution and conservation of environment.
- **Public transport:** The College is located in the centre of the city; thereby public transport is easily accessible by the students and faculty to reach their destination. Eighty percent of population of college utilize the facility of the public transport.
- **Pedestrian friendly Roads:** There are many PG hostels are situated in the surrounding of the college where the roads are pedestrian friendly.

- **Plastic free campus** – The College is encouraging students and staff to avoid the use of plastic and to substitute plastic with eco-friendly papers. In view of this many awareness and promotional programs were conducted.

- Paper day, jute day, earthen day are followed.
- **Paperless office** – The office sends messages and circulars to staff and students by the software portal called OPTRA. The student's attendance is also updated by using this software.

  Operational Implementation: Keeping this in mind the Management after much consideration decided to avail the services of OPTRA/Axis Tech services Pvt. Ltd. The budget for the same was put forth & approved. Upgraded to Iolite in 2017-18.

  Outcome: Quick, systematic & efficient management of Student Attendance

- **Green landscaping with trees and plants** – The College has beautiful lawns which creates a lush green atmosphere, a lot of flowering plants both on land and in hanging pots beautify the campus. A lot of shade giving trees is there. Green cafeteria was initiated by the Eco Watch Club.

File Description	Document
Any additional information	[View Document](#)

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

Response: 0.38

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.28191	0.33081	0.03561	2.28000	2.28000

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

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

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

Response: E. None of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

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

Response: 3

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	00	00	00

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

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

Response: 62

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

2017-18	2016-17	2015-16	2014-15	2013-14
15	11	11	12	13

File Description	Document
Report of the event	[View Document](#)
Any additional information	[View Document](#)

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

Response: Yes

File Description	Document
Any additional information	[View Document](#)
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

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

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of website that displays core values	[View Document](#)

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

Response: Yes

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

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

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

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

Response: Yes

File Description	Document
Any additional information	View Document

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

Response: 64

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

2017-18	2016-17	2015-16	2014-15	2013-14
20	13	09	12	10

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

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

Response:

REPUBLIC & INDEPENDENCE DAY

The college celebrates the two main National Days annually namely, Republic Day – 26th Jan and Independence Day – 15th Aug. Both national days are celebrated in a similar manner. In the year 2013 – 14 & 2014 – 15, the principal of the PUC section was invited as the chief guest. The program started with the chief guest hoisting the flag in the traditional manner. The NCC students are in charge of the flag ceremony and other related procedures. The NSS students will be part of the cultural programmes. Student class representatives, cultural and sports representatives will attend the programme. The student council members together with the student welfare staff officers' will also be present. After the hoisting of the flag, the sweets were distributed after which the chief guest gives an inspirational message to the gathering. Some of the students' will talk about the contribution of specific National Leaders and Freedom fighters. This will be followed by a colourful cultural display of dances and songs by the students'. The theme will be patriotic in nature and will leave a cherished memory for the audience. A sumptuous breakfast will be served to all present. A highlight of these programmes will be the patriotic fervour it creates among the students' and staff.

The feeling of patriotism does not end on republic day and Independence Day, but continues in to the following week. During the assembly the class allotted to conduct the program will continue the celebration. The campus immersed in this feeling of proud patriotism. The class will perform a skit, talk on national leaders and patriotic songs and dances which will reverberate in the campus. The principal will address the students further adding to the festival like atmosphere. Both the national days organised with a lot of planning and effort by the team in charge of these programmes. The entire gathering will come dressed in the colours of the tricolour which adds to the solemnity of the day. The national anthem will be sung with a lot of reverence and pride.

PERSONALITIES

1. In the memory of Dr. A.P.J. Abdul Kalam, a great leader and scientist who passed away in the month of July, 2015 an assembly was conducted in the month of August 2015.

2. NSS considers the birth anniversary of Swami Vivekananda as the Youth Day and it is celebrated on 12th January, every year.

TEACHERS' DAY

The teachers' day is celebrated during the assembly in the campus with the involvement of the student

council.Every year combined teachers' day is celebrated in Bishop cotton Boys & Girls school campus. This is an initiative taken by the executive committee, Karnataka Central Diocese, Bangalore. The programme includes various cultural activities, speech by the Bishop(KCD), Honouring the Retired faculties. All the teaching faculty members are gifted with cash.

File Description	Document
Any additional information	[View Document](#)

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

Response:

The college has bank within the campus and accounts department to maintain transparency and accountability and effective management in financial matters, and it is conveyed to stakeholders through sms messages. The objective of the code is to make accounting procedures clear and useful. General accounting principles are adopted to maintain books. It defines general responsibility and accountability of the employees and authorities of the college. The unique feature of this is its suitability for the computerized system. The college finance is audited annually through external experts emphazing the guidelines of the code. The pay scale is fixed based on the experience and qualification, the scale is revised once in five years. There is 3% hike periodically every year.

Salaries are remitted to the banks and audited every year and pay slips are provided on monthly basis.

Academic , Administrative and Auxillary functions:

The Chairman, members of the Board of Management, Principal and the faculty of Bishop Cotton Women's Christian College, work tirelessly to forward the vision and the mission of the institution. The college has a self–contained campus, with 46 faculty members, 1196 students, 9 administrative and 16 support staff. It comprises several departments in various disciplines of Arts, Science and Commerce with state-of-the-art laboratory and library facilities. The Bishop, Karnataka Central Diocese and Chairman, Board of Management, Rt. Rev. Dr Prasanakumar Samuel, is a visionary leader. A progressive Board, faculty with academic expertise, vibrant student community, an efficient administration, and support staff have all contributed to the growth of the institution.

The path trodden by the institution is illumined by a spirit of commitment to excellence. The College envisions itself as being a charismatic educational institution addressing the multiple challenges thrown at students by society.
Every activity in college performed by academic, administrative and support services unit is under continuous surveillance by the Board of Management, Student Council and Staff Welfare. The committee is responsible to conducting various programmes like orientation programms, leadership training, excursion and trips for teaching and non-teaching staff.

External Audit: The Institution has external audit done annually.

The Accounts department of the college, comprising 2 senior Administrative staff maintains accounts meticulously.

The Accounts of the college is scrutinized by the Board of Management. An external auditor audits the accounts annually & certifies or may make recommendations that will be acted upon by the college authorities.

LIC : The Local Inquiry Committee of the Bangalore University visits & checks the Audited statement of accounts every year.

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

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

Response:

Best Practice-I

Title of the practice: Incubating new knowledge on campus about conservation of environment through experiential learning practices

Objectives of the practice: The objectives of the Eco-watch Club, is to bring awareness and a sense of responsibility among the students towards maintaining a clean and green environment. The motto of the practice is "Go Green Go Clean". The club emphasis on the process of reusing the resources and the principle followed is to save the ecosystem for a better tomorrow. The intended outcome is to bring about responsible zealous Eco-warriors.

The club aims at increasing environmental awareness, Rain water harvesting and Conservation of environment and plantation.

2. Context of the practice: The club mainly focuses on **recycling** of waste products, **reusing** it and **reducing** the use of non-biodegradable products. The 3 'R's were the main basis for all thoughts and implementation of creative ideas. The challenges faced are the participation of the students who find it difficult to meet the need of the club due to curriculum demand.

3. The Practice: The club mainly focuses on recycling of waste products and reusing it and reduces the use of non-biodegradable products. The 3 R's were the basis for all the thoughts and implementation of creative ideas. The club was collaborated with the paper recycling unit of Christ University and implemented the idea of using handmade paper files made out of recycled paper used in various activity held at the college. The files were used during national conferences and fests to inculcate the idea of being

eco-friendly. An awareness programme was another step taken by the club to promote clean green environment. The members of the club took part in the "Clean Green" awareness program held on August 15th 2015 at Lalbagh Botanical Garden. Innovative Gardening was implemented in the college. The tyre gardening was done where the tyres were painted and different varieties of plants were planted. This proved to be an attractive site for all the visitors and students in the college. Waste pet bottles were used for bottle gardening which showcased the Recycle and Reuse Project. Pyramid Gardening, using pots and hanging them on walls, shaped into pyramid showcased the innovative ideas. The outreach program was also a part of this club where club members visited Banneraghatta National Park through "AROCHA", an International Organization which deals with Human – Elephant Conflict. The students got an idea about the intensity of conflicts with humans, wild life conservation and identifying possible solutions to the problems through the participation of local communities. In order to tackle the solid waste generated at campus, solid waste management is carried out.

On 23rd January 2014 "NAMMA NEERU CAMPAIGN" was organised to mobilize 1 lakh people to petition against water privatisation in Karnataka in collaboration with "people's campaign for Right to Water" and collected 1000 signatures from the students and the public.

On 25th January 2014 "Clean and Green - Litter free lalbagh" campaign was conducted, NSS volunteers took part actively to clear the wastes like plastic and created public awareness.

On 8th February 2014-"Neralu" programme was held at Cubbon Park to save trees.

There was a talk on ecological concern by Rev. Prem Mithra Presbyter of St. Mark's Cathedral. The club members attended one day outreach at Nandi hills. They planted saplings at Nandi hills. There was an eco-park set up in the campus. Green cafeteria was initiated near the college canteen. Graffiti on wall painting was initiated with themes like Save Girl Child, Clean Environment etc.

Evidence of Success: By setting up of the eco-park, the students are privileged to enjoy their leisure time amidst the greenery maintained by eco watch club. The medicinal garden is maintained, birds nest house is maintained. The green cafeteria that is maintained enhances the beauty of the college canteen and enable the students to contribute towards promoting greenery. The wall paintings carried out by the students of each class help the students to portray their skill in painting and also to share the message on saving the earth, save girl child, nature, heritage etc.

5.Problem encountered and resources required: The problem encountered is the time dedication by the students, the space constraint is also the challenge as there is less land area and the students are forced to do artificial gardening like pyramid garden, bottle gardening and tyre gardening. The resources required are re-usable plastic bottles, old tyres and old wine bottles. The availability of resources was limited.The raw materials are provided in the form of test papers and magazines and the product is received in the form of paper files. By this, we reduce the cutting of trees.

6. Implementing the best practice in other institutions: The practice that is exclusive to our institution is the reuse of old newspapers and answer scripts. The office is in the process of being converted into paperless office by installing new softwares to upload the data required like students' attendance, fee structure, internal assessment marks. The old test papers of the students are recycled to make paper files that are used by various departments of the college during their seminars and conferences. This is done in collaboration with the Christ University,for paper industry, by which we maintain ecological balance.

Drum Composting practice was implemented in the year 2014. The waste collected is segregated into wet and dry waste. The wet waste collected is added to the feed as bulking agent. Various physical, chemical and biological parameters are monitored routinely. Drum composting is a potential mean to recycle the waste and food generated by the students and the college canteen in terms of wet waste. The Drum Composting process is done in two plastic drums each of capacity 125ltr to facilitate natural aeration process runs for a period of 25 to 30 days under moist condition. The wet waste collected is added to the feed as bulking agent and mixed for first 7 days on second day earthworm was added intermittently which is responsible for degradation of waste. The conventional composting method of vermicomposting was tried for primary stabilised compost.The manure collected was utilised for gardening purposes.

Best Practice 2

Title of the practice: Making students sensitive towards the needs of society through outreach programs and Innovative Eco System

Objectives of the practice:

- To understand the community in which they work
- To study the socio-economic status
- To generate awareness on the gender and social issues
- To develop a sense of social and civic responsibility
- To acquire democratic, leadership and social values.

Practice:

The motto is "Not Me but You", Students strive towards the goal .The NSS volunteers attended personality Development camp. "HANATHE" at RV Dental College, Bangalore organized by Vivekhahamsa on March 22nd 2014.

The NSS unit actively involves in creating awareness among the public. In 2017, the unit reached out to the village Muthsandra as part of Special Camp and created awareness about Digital Payments. In the year 2018, as a part of Cleanliness Campaign, the unit created awareness campaign on Segregation of Waste in the village Pottanahalli, K.G.F. The unit extends its activities to reach out to the poor children by contributing books and empowering them. The NSS unit does community service by visiting old age home and orphanages.

NSS REPORT - For the academic year 2017-2018

Orientation:

On 10th August 2017, NSS unit conducted orientation for all the NSS Volunteers. Dr. Gayathri M S, HOD, Department of Botany and NSS Programme Officer of Goodwill Christian College inaugurated the programme. The Chief Guest addressed the students on various activities of NSS at the National Level. Further the students were given knowledge about the formation of NSS.

Independence Day:

The NSS unit celebrated Independence Day in our college campus on 15th August 2017. Our Principal

Prof. Esther Prasanakumar hoisted the National Flag and addressed the gathering. This was followed by a cultural programme performed by NSS Volunteers and NCC Cadets.

Special Assembly:

A special assembly was conducted by NSS volunteers on 17th August 2017. NSS Volunteer enacted a play on Women Rights and Child Marriage.

Shramadhana:

As a part of Shramadhana programme, cleanliness campaign was held on 22nd September 2017. NSS Volunteers addressed the students in the college campus.

Awareness Programme:

NSS Volunteers painted the cafeteria wall in college campus as a part of Awareness Campaign Signage. The painting depicted the cleanliness habits to be maintained in the cafeteria.

Republic Day

On 26th January 2018 along with the NCC Cadets, the NSS students Union Members and the students of BCWCC celebrated Republic Day.

NSS Special Camp:

The NSS unit organized a Special Camp from 14th February to 20th February 2018 at St.Paul's Church , Robertsonpet, KGF.The Special Camp was inaugurated on 14th February 2018 by the Chief Guest Rev.Robin Marshall, Presbyter of St. Paul's Church, KGF, Guest of Honor Rev. Usha Rani, Presbyter of St. Mathews Church & St.John's Church, KGF.

Guest Lectures were conducted for the volunteers on topics such as "Role of Youth in Community" by Mr. Ashish Babu & Mr. Joshua Marvin, Helping Hands Bangalore. The NSS Volunteers contributed towards the Helping Hands outreach programme.

An interactive session on the topic "Personal Health and Hygiene – Physical Fitness" was conducted by Dr.Savitha, Private Doctors Association.

The Volunteers visited Government School, Pottapanahalli, KGF and addressed the students on personal hygiene and moral values. NSS Volunteers also donated books to the students.The unit also conducted an awareness campaign on Segregation of Dry and Wet Waste among the residence of Pottapanahalli, KGF.

Regular assemblies and Cultural activities were also conducted by the NSS Volunteers as part of the NSS Special Camp.

Outreach Programme:

The NSS Volunteers visited Sinclairs High School, Child Care Centre, Hennur Bande, Bangalore as

part of the outreach programme on 13th April 2018. The volunteers conducted cultural programme for the kids, taught craft work and contribution in kind was given.

Entrepreneurship Cell

The E-Cell of our institution E- Evolve begins its activities every year with an orientation program that has select resource persons in the field of innovation in business to address and inspire students to be innovative. An E- Cell leadership team comprising final and second year students is brought together in order to run the cell effectively.

Some of the activities organized by E Cell in our college during the Activity Hour on the college time table include:

- $1 venture
- Inside the Box
- Idea generation

E-cell in association with NEN (National Entrepreneurship Network) conducts courses in college , the courses conducted in college areWFNEN 100:-Orientation program.

In the month of February E-week is celebrated throughout the country and our college also celebrates E-week. The theme for the E-week is decided by NEN and the activities that are conducted in college are based on the theme. The E-week in college is celebrated by our students by setting up stalls, E-talks, Panel Discussion, School Workshops and so on.the E-week ends with a grand finale organized by the NEN.

A national level Smart-E challenge contest was conducted by NEN and our students have participated in this national level competition named: Lights, Camera, and Entrepreneurs.

Our college has published an E- Cell newsletter that highlights the initiatives of our young student entrepreneurs and the E- Cell's activities across the year. E- Cell students are an enterprising lot and many of them run companies and startups. Some of these are Color Crafts and Fly By, Creative Gallery,Melting Moments, Camouflage and Bottle Art run by our B. Com and BBM students.

As part of social responibilty our students also reach out to train women and students to startup small ventures. Our students joined hands with YWCA where apart of the International Women's Day celebration at the YWCA unit on the issue of Women against Violence. They organized this program to evelove ways in which women who experience violence can fight back. Along with the United Nations Development Program (UNDP) we conducted Disha Hachathon which involved a number of students from E Cell in an exciting brainstorming on innovations in business and mobilization of new jobs. A Panel Discussion in the interests of Skilled India- Make in India was organized by the E –Cell in college. An NEN representative was invited to engage with students during the E Cell Alumni meet which was very useful to new entrepreneurs.

E Cell has helped many of our young entrepreneurs start and run businesses of their own successfully. Many students have vouched for the edge that being an E Cell leader has given them when they finish their courses and attempt interviews in the hope of landing the job of their choice. Their E Cell leadership roles have been marked as a huge plus, giving them better chances to become part of the work force.

The list of activities:

- Participating in rallies to spread awareness
- Engaging in community service or volunteerism
- Shramadhana – Cleaning the campus
- To reach out to the public to create awareness on social issues.
- Digital Payment awareness drive and Segregation of Waste was organized by the unit to nearby villages.
- Visited Government school to educate and create awareness about women empowerment, gender equality.

Evidence of Success:

- Students in Government school are benefitted through awareness programmes.
- Villagers showed interest in cashless transaction.

Problems Encountered and Resources Required:

- Lack of Co-operation from the public
- Limited time due to academics
- Difficulties involved in seeking permission from local panchayats

File Description	Document
Any additional information	[View Document](#)

7.3 Institutional Distinctiveness

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

Response:

Title: Building global competent society through educative programs

Internal complaints committee

The Internal complaints committee was started on 9th of August 2017 by our Principal. The initiative was undertaken to educate students and staff about their rights and responsibilities concerning the work environment in the college. This committee creates awareness about sexual harassment and cyber safety. It was also set to deal with any complaints regarding inappropriate behaviour tending towards harassment.

A Memorandum of Retainer ship was entered with the Bishop Cotton Women's Christian College Bangalore and TSA Harassment at Bay; In order to safeguard unprepared surprises in the arena of child abuse, women safety, unfettered exposure of teenagers to the cyber space and its consequences. In fact the world is headed in the direction of no safety or unquestionable freedom only leaving scars for a lifetime

This committee mainly aims to protect students and staff from sexual abuse and harassment and spread awareness among students in respect to cyber space and its related crimes. The internal committee members were nominated by our principal. The committee comprises of three teaching staff and two non-teaching staff and three student representatives and an external members who are advocates and partners of Tommy Sebastian Associates Harassment at Bay, who trained the committee members on handling a complaint on sexual harassment and the procedures to be followed while conducting enquiry proceedings.

An educational programme for students was conducted on the 31st of August 2017 during the assembly. 1200 students were present during this programme.

These awareness programs were conducted with the intention to sensitize on all forms of discrimination as well as rights and legal provisions for their protection, thus empower them to courageously face their problems in life. An orientation was given on the 31st of October2017 for the teaching, nonteaching and support staff on sexual harassment and work place harassment.

These programmes were organized for the students & staff to address issues like sexual harassment, workplace harassment, gender equality and cybercrime.

An awareness program was conducted on the 2ndof February 2018 on cyber space and its related crimes. With the rising increase in cybercrime with the growing use of internet and smart phones. The expert taught the students how to use internet facilities like social networking sites like Facebook, twitter and other operational sites with safety. What to do if their email Id or when somebody breaches their social networking accounts. The expert also provided information on whom to contact in the case of such an eventuality.

The students were also informed not to share their Id, passwords, bank account details and other professional details on internet and not to click on windows or open any job advertisement or any advertisements blinking on the windows which could be fake portals.

These programmes were conducted in order to protect students from sexual harassment, to gender based hate speech, online harassment, and to raise awareness of the abuse laws that support women in their fight against online.

The motto of Rotaract club of Bishop Cotton Women's Christian College is "Take Time to Serve". The Main aim of the club is to sensitize the students towards the needs of the community. The students of today's generation are self-centred and not concerned about the society in which they live in. In view of this, the Rotaract club has taken the initiative to bring in a sense of realisation about the needs of the society and as citizens their responsibility towards it.

The Rotaract Club has taken several initiatives in improving the leadership skills. The other initiatives taken includes, - bringing awareness about the "Good Touch and Bad Touch" among the school children. The club organised various lectures and invited eminent personalities to improvise good communication skills. The students actively take part in the Pulse Polio campaign organised every year by the Rotary Club. Every initiative taken by the club is with a vision of igniting the spirit of service.

AWARDS and Photos of rotarct club

YEAR	DATE	PROGRAM

2013 - 2014	25.08.2013	Cancer Awareness Run at Kanteerava Stadium
	02.09.2013	International District Youth Exchange Program
	06.09.2013	Lecture on Entrepreneurship Development
	17.09.2013	Change Marker Program
	24.10.2013	International Polio Day
	03.10.2013	Holla Back – online campaign against street harassment
	12.10.2013	Painting competition –Festivals
	01.02.2014	Save the Trees campaign
	24.02.2014	Pulse Polio Immunisation Campaign
	05.03.2014	Cleaning the campus
	16.04.2014	Leadership and communication workshop
2014-2015	26.07.2014	HOLLA BACK
	09.10.2014	Resume Writing workshop
	08.01.2014	International District Youth Exchange Program
	10.02.2015	Outreach program to Arpana School for Special children
2015-2016	July	Dream catcher
	August	Interview skills
		Newspaper drive
		RYLA training workshop
		Joint Project – RC Club of Colombo Autistic Children
2016-2017	19.08.2016	Workshop on Sustainable Menstruation
	25.06.2017	Save Electricity - Poster Making Contest
	10.02.2017	Talk on Body Image and Personality
	10.03.2017	Chocolate chip cookie making
2017-2018	15.08.2017	Hip Hop workshop
	15.08.2017	Volunteers -Free Health checkup, BMS hospital
	27.08.2017	DLTW-District leadership programme
	09.09.2017	Rota Tech
	17.09.2017	Campus cleaning
	23.09.2017	Dandiya Dhammal- navarathri
	06.10.2017	Candle making workshop
	07.10.2017	Book Drive
	09.01.2018	Annadatha -monthly
	17.01.2018	Child Abuse Awareness Program
	15.02.2018	International District Youth Exchange program; Team - Chandigarh
	02.03.2018	Decoupage
	21.03.2018	Rota Mela
	31.03.2018	Zumba session

The college provides the platform for Personality Development Programme. The sessions are conducted every Friday during the activity hour. The high lights of the sessions include – Self Awareness, strength mapping, confidence boosters, communication skills, etiquette and grooming. The sessions were conducted using the methods of group participation, experiential learning, testimony and group discussion.

The college with the vision to educate individuals to think and act as ethical leaders which will help in the

creation of a new social order based on human dignity, equality and opportunity with social, political and economic justice. The college with its vision in mind initiated the above programmes to promote gender sensitivity, rights and responsibilities of young adults, social responsibility and personality development so that our students are equipped to face life's challenges and play responsible roles in globally society in a competent manner.

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

5. CONCLUSION

Additional Information :

Having completed an academic journey of thirty two years, a city review done by Education World Rankings, based on the parameters of competence of faculty, curriculum, pedagogy, placement, infrastructure and leadership quality has ranked us in the 9th position in the city of Bengaluru and we rank 55th in the country among the Arts, Science and Commerce colleges. In the University examination of May 2018 our students - Samreen Firdose was awarded 2 Gold Medals and Cash Prize, Noor E Saba received a Gold Medal and Kavya Shree M also received a Gold Medal in Home Science for scoring the highest marks in the university. Our students showcased their national consciousness through safety parades, showing solidarity towards rape victims, having Swacha Bharath campaigns and conducting orientation programs for the general public on demonetisation. Students offered a platform for the talents of the youth to find a wide audience. Students from over fifty colleges in the city of Bangalore participated in cultural fests with meaningful and well thought out themes like 'Global Graffiti'; 'Heritage'; 'A kaleidoscope-the seen, the unseen, and the foreseen'; 'Coalescence'; 'The Queen's Resurgence'. This enabled the youth to rethink their commitment to society and practise lasting values.

Concluding Remarks :

Education is the passport to the future, for tomorrow belongs to those who prepare for it today. ...

A vision for the future propels us forward in our journey. From our past experience and present achievements, our journey of progress moves forward with a list of hopes and dreams. These dreams have given wings to our budding achievers who have gone a long way and done their Alma Mater proud by meritorious performances, not only in academics, but in life in the wide world. We are proud of the achievements of our alumni. The institution truly is committed to the empowerment of women and the marginalized communities of our society. An atmosphere of academic nurture prevails in the college, with a healthy association that is sustained between students and faculty, and between the management and stakeholders.

"Growth is never by mere chance; it is the result of forces working together"-James cash Penney

The Management has great plans of taking the college of higher learning to greater heights. Being a self-financed college we stand out as a role model institution supporting the welfare of the staff in many ways. The combined effort of staff, students and management have brought in numerous accolades to the institution. We are mindful of the connectivity with the growing global demands and equip our students to adapt and hone their skills to face the world.The institution does not look for commercial gain but we plough back what we receive into the steady growth of our students.Our dreams are from success to excellence and in this pursuit we stretch towards unwavering effort to reach the status of an university."Education is'nt something you can finish"-Isac Asimov. The road stretches on and we move on reaching out to the horizon.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>24</td><td>20</td><td>18</td><td>17</td><td>11</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>4</td><td>7</td><td>7</td><td>8</td><td>11</td></tr></table>
1.3.2	Number of value added courses imparting transferable and life skills offered during the last five years 1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 37 Answer after DVV Verification: 14 Remark : HEI Input changed by DVV as double counting of courses is not allowed. These were the courses that were double counted: Career Oriented Program on Computer Networks using NetSim Sponsored by UGC. Career Oriented Program on Embedded Systems Sponsored by UGC. Isolation and characterization of psudomonas Psychological Counseling Learning and employability advancement Program by Reliance Soft Skill Training Tied up with Deccan Herald Biochemical Techniques by DurgaFemto Technologies and Research Capital Market by Ascent Capital Market Academy. Legal Literacy TALLY ERP 9
2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years 2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>05</td><td>02</td><td>03</td><td>02</td><td>02</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr></table>

0	0	0	0	0

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
10	08	07	02	06

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	03	01	00	01

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
265025	192289	260448	276263	235559

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
.70	1.15	1	2.4	1.47

Remark : HEI Input corrected by DVV as the input numbers were incorrect as : a) it did not follow the in lakhs convention b) varied from the actual presented in document attached

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
09	03	07	04	04

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	00	00

2.Extended Profile Deviations

ID	Extended Questions
1.2	Number of sanctioned posts year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14	 |---|---|---|---|---|
02	01	01	02	01 | Answer After DVV Verification: | 2017-18	2016-17	2015-16	2014-15	2013-14 | |---|---|---|---|---|
46	46	46	46	46	
2.2	Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs) Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14	 |---|---|---|---|---|
276.25088	257.98285	299.26634	280.60932	263.49343 | Answer After DVV Verification: | 2017-18	2016-17	2015-16	2014-15	2013-14 | |---|---|---|---|---|
278.34	250.64	232.40	244.64	242.03	