

# The Annual Quality Assurance Report (AQAR) of the IQAC 2014-2015

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

## Part – A

### 1. Details of the Institution

#### 1.1 Name of the Institution

St. Joseph's Evening College

#### 1.2 Address Line 1 :

35, Museum Road

#### Address Line 2

Bengalure

#### City/Town

Bengalure

#### State

Karnataka

#### Pin Code

560025

#### Institution e-mail address

mail@sjec.edu.in

#### Contact Nos.

080 - 22211911

#### Name of the Head of the Institution:

Fr. Dr. Victor Lobo S.J.

#### Tel. No. with STD Code:

080-22211911

**Mobile:**

9449680787

**Name of the IQAC Co-ordinator:**

Dr. Kanishka K

**Mobile:**

9916855880

**IQAC e-mail address:**

mail@sjec.edu.in

**1.3 NAAC Track ID (For ex. MHCOGN 18879)**

**KACOGN10144**

**1.4 NAAC Executive Committee No. & Date:**

EC/52/RAR/16 Dated 28-03-2010

**1.5 Website address:**

www.sjec.edu.in

**Web-link of the AQAR:**

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

### **1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	3 star level	2	February 2002	5
2	2 <sup>nd</sup> Cycle	B Grade	2.82	March 2010	5
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

**1.7 Date of Establishment of IQAC :**

DD/MM/YYYY

06/06/1997

**1.8 AQAR for the year (for example 2010-11)**

2014 - 2015

**1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))**

- i. AQAR 2009 – 2010 submitted to NAAC on 15/07/2010
- ii. AQAR 2010 – 2011 submitted to NAAC on 15/07/2011
- iii. AQAR 2011 – 2012 submitted to NAAC on 15/10/2012
- iv. AQAR 2012 – 2013 submitted to NAAC on 25/09/2014
- v. AQAR 2013 – 2014 submitted to NAAC on 25/09/2014

**1.10 Institutional Status**

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

**1.11 Type of Faculty/Programme**

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

BCA

**1.12 Name of the Affiliating University (for the Colleges)**

Bangalore University

### 1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## 2. IQAC Composition and Activities

2.1 No. of Teachers

04

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and

01

Community representatives

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

13

**2.10 No. of IQAC meetings held**

02

**2.11 No. of meetings with various stakeholders:**

No.	<input type="text" value="02"/>	Faculty	<input type="text" value="04"/>
Non-Teaching Staff	<input type="text" value="01"/>	Alumni	<input type="text" value="02"/>
Students		Others	<input type="text" value="02"/>

**2.12 Has IQAC received any funding from UGC during the year? Yes**

If yes, mention the amount  -

**2.13 Seminars and Conferences (only quality related)**

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes : **“Prospects and challenges of community colleges”**

**2.14 Significant Activities and contributions made by IQAC**

Some of the important activities and contribution made by the IQAC are:

- Facilitated the faculty development programmes ( Quality, Methodologies, Higher education dynamics etc)
- Coordinated students development programmes ( Leadership/Soft skills/research/personality development activities)
- Facilitated faculty appraisal process ( Self, Student, HOD, Coordinator Feedback/Evaluation)
- Coordinated parents-teachers meet ( Organisation Operation Process)
- Instrumental in expanding IT, Infrastructural and other students services ( Counselling/wellness room/financial scholarship/Snacks scheme etc)

### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year is presented below

PLAN OF ACTION	STATUS
Faculty Development Programme	Planned and Implemented Successfully
Orientation Programme	Planned and Implemented Successfully
Parents-Teacher Meet	Planned and Implemented Successfully
Bridge Course	Planned and Implemented Successfully
Soft Skills Session	Planned and Implemented Successfully
Leadership Programme for Students Council Members	Planned and Implemented Successfully
Ignitors – Integral Formation Programme	Planned and Implemented Successfully
Social Analyses – Personality Development Programme	Planned and Implemented Successfully
IQAC Meet	Planned and Implemented Successfully
NAAC Orientation	Planned and Implemented Successfully
Staff Appraisal by Students/HOD/Self-Appraisal	Planned and Implemented Successfully

2.15 Whether the AQAR was placed in statutory body Yes No

Management

Syndicate

Any other body

Provide the details of the action taken

Yes , Academic Council and Governing Body (Discussed)

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
<b>PG</b>				
UG	06		05	-
PG Diploma	01		01	
Advanced Diploma				
Diploma	04			
Certificate	01	01	01	
Others				
<b>Total</b>	09	01	06	
Interdisciplinary	01			
Innovative	02			

\* Aided Course - BA (HEP) and B.Com. Section A

Self Finance Course – BA (EPS), BA (JPS), B.Com. Section B, BBM and BCA

#### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

**1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.**

Every department reviews the syllabi periodically and updates the same after deliberations in the Board of Studies meetings. Out of the five courses offered by the College, three courses have undergone major syllabus revision during the last four years which amounts to 60% of the courses offered (BBM, B.CA and B.Com).

**1.5 Any new Department/Centre introduced during the year. If yes, give details.**

Post-Graduation Department of Commerce

**Criterion – II**

**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	01	09	-	1

2.2 No. of permanent faculty with Ph.D.

05
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	06	-	-	-	-	-	-	-	06

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest	Visiting faculty	Temporary faculty
14	Nil	35

**2.5 Faculty participation in conferences and symposia:**

No. of Faculty	International level	National level	State level
Attended	-	47	-
Presented papers	-	08	-
Resource Persons	-	01	-



## 2.6 Innovative processes adopted by the institution in Teaching and Learning:

### Teaching Methodologies:

- **Quizzes:** The College emphasizes the continuous development of its students. Regular Quizzes help in achieving this objective. Quizzes also ensure regular attendance, more attention and more participation in the class.
- **Term Papers:** Asking the students to write term papers is one way to acquaint them with research and research methods. A term paper deals with a problem and its possible solutions. Term paper involves research, reading books, gathering and sorting out data and supporting evidence. A term paper then is an exercise in thinking and judging.
- **Oral Reports/Recitations:** These help students to become more communicative and confident. The students have to read books, articles assigned to them and then give a clear and concise summary of the contents and finally entertain questions from the class. It helps them to gain mastery over the subject.
- **Case Study:** When case analysis is involved and students are required to thoroughly study a case and bring out worthwhile points in a class discussion. It motivates students to do self-study.
- **Book reports:** Teachers are advised to give reading assignments to their students to widen their knowledge. Knowledge about recent trends could be gathered from books, journals, newspapers and magazines.
- **Field Trips :** To give the students first-hand information about current practices and methods to acquaint themselves with modern business and other organizations, teachers depending on the nature of the course they handle, are encouraged to arrange field trips which will benefit students and make their understanding of their course more thorough and complete.
- **Other Innovations:** A teacher can use his/her own discretion in stipulating other requirements. He/she can have dictations, guest speeches, and role playing to mention a few other teaching technologies. Student participation in Class room lectures through presentations and seminars / projects, Assignments, Continuous Internal Assessments, Quizzes conducted by concerned subject teachers, Guest lectures, Industrial visits, Exposure to practical aspects of the subjects through outreach programmes.

## 2.7 Total No. of actual teaching days during this academic year:

- **210 days**

## **2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)**

The College as introduced many reforms in the examination section keeping in mind changes in the government policy and experience of previous examination system under autonomy.

- The scripts of Post-Graduate students will be double valued by the concerned teachers and other by the paper setter. Average of the two valuations will be considered for final marks
- The healthy ratio is maintained between external and internal paper setters where majority of papers are from outside the college.
- The answer scripts are bar coded and it is under the safe custody of COE.
- The examination committee meets regularly to discuss issues of results, conducting of examination, gracing policies, malpractice, CIA etc.
- A Separate malpractice Committee is formed to advice the Principal regarding the malpractice for all exams.
- Students have the facility to challenge the results in the form of Re-totaling, Re-evaluation and if desired they also eligible to get the photocopy of answer scripts.
- The College rigidly follows the system of declaring results within 3 Weeks from the last day of the examination. From 2015-16 onwards the results will be published online
- Only those teachers who have put in two years of teaching experience are eligible to value the scripts.
- Every semester the new teachers are given orientation and training on evaluation process.
- All answer scripts are recounted, verified for the entry and transfer of marks to the main sheets by the new teachers who are ineligible to value. This prevents the human error in the valuation system

## **2.9 No. of faculty members involved in curriculum restructuring/ revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop**

All the members of the department are involved in the curriculum restructuring/ revision/syllabus development as member of Board of Study. Around 45 staff members are involved in the in curriculum restructuring/ revision/syllabus development process

## **2.10 Average percentage of attendance of students**

85% to 90%
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**2.11 Course/Programme wise distribution of pass percentage:**

Course wise Result Statistics - 2014								
Class	No. Appeared	No Passed	Distinction	I Class	II Class	Pass Class	Fail	Percentage
I SEM B.COM	140	88	1	32	42	13	52	63
III SEM B.COM	170	129	0	52	64	13	41	76
V SEM B.COM	146	135	6	92	35	2	11	92
I SEM BA	47	27	0	7	19	1	20	57
III SEM BA	46	36	0	12	12	12	10	78
V SEM BA	64	54	1	36	16	1	10	84
I SEM BBM	45	38	0	19	13	6	7	84
III SEM BBM	26	18	3	14	1	0	8	69
V SEM BBM	38	33	1	18	7	7	5	87
I SEM BCA	26	20	3	9	8	0	6	77
III SEM BCA	18	13	0	8	5	0	5	72
I SEM M.COM	29	26	0	21	5	0	3	90

Course wise Result Statistics - April 2015								
Class	No. Appeared	No Passed	Distinction	I Class	II Class	Pass Class	Fail	Percentage
II Sem B.Com	141	104	1	43	54	6	37	73.76
IV Sem B.Com	164	123	2	55	55	11	41	75
VI Sem B.Com	145	136	0	71	63	2	9	93.79
II Sem BA	42	31	0	13	12	6	11	73.81
IV Sem BA	46	33	0	10	19	4	13	71.74
VI Sem BA	64	55	1	37	15	2	9	85.94
II Sem BBM	42	36	0	17	10	9	6	85.71
IV Sem BBM	27	22	3	15	1	3	5	81.48
VI Sem BBM	37	25	1	16	7	1	12	67.57
II Sem BCA	27	22	1	19	2	0	5	81.48
IV Sem BCA	17	15	1	11	3	0	2	88.24
II Sem M.Com	29	29	2	23	4	0	0	100

### 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC has been an instrumental force for inculcating quality teaching, learning, evaluation processes. IQAC has been working out planned interventionist strategies to remove deficiencies and enhance quality. These are achieved through periodically conducting self, peer and student appraisal, evaluate the annual progress of departments and the Institution, promote research culture among students and staff, and to encourage the departments to organize conferences, seminars, workshops, training and development programme.

### 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	45
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	09
Summer / Winter schools, Workshops, etc.	8
Others	-

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	02	NIL	06
Technical Staff	NIL	NIL	NIL	NIL

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Staff – One Minor Research Project
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#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01	01	NO
Outlay in Rs. Lakhs		1.5 lakhs		

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	05	-
Non-Peer Review Journals	-	-	
e-Journals	-	-	-
Conference proceedings	-	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	02	UGC	1.5lakhs	41,950
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies	-		-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

**3.16 No. of patents received this year**

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

**3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year**

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

03

08

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="AICUF"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>	Any other	<input type="text" value="-"/>

**3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility**

- **Promoting Eco-awareness:** The AICUF unit of the College observes important days in the calendar with the display of posters, video presentations, signature campaign and street plays on environment. They participate in public rallies on Environment with Greenpeace Foundation.
- **Sneha Fund:** The College has introduced the concept of ‘Sneha Fund’. The objective of the project is, ‘The Poor helping the Poor’. The students and teachers are encouraged to contribute to the fund. This fund is used to meet the medical expenses of the financially poor students/families.
- **Ignitors Integral Formation Programme:** The College in collaboration with Jesuit Youth Ministry of Karnataka has been organizing a three-day programme called, “*Ignitors Integral Formation Programme*” for the students since 2011. The objective of the programme is to ignite the young minds and hearts.
- **Social Analysis Programme (SAP):** To understand the dynamics and challenges of the society, the College has been successfully conducting Social Analysis Programme for the students annually. This programme is based on the syllabi cum work book cum exercise book facilitated by external resource persons. In fact ours is the first College to have a formal syllabus for social analysis programme and this year we have come out with a thoroughly revamped syllabus. The SAP has played a major role in making students a catalyst for social change.



- **Rural Exposure Camp:** To acquaint the students with the harsh realities of Indian society, the College organizes a four-to-five-day Rural Exposure Camp for the final year students annually. This has enriched the students to understand and respond to the various facets of society.
- **Blood Donation Camp:** The annual blood donation camp was organized by the student council on 2<sup>nd</sup> August, 2014 in the college reading room. Most of the students and staff volunteered to donate blood and practice the value of sharing. Blood Donation to Kidwai Memorial Institute of Oncology and Indira Gandhi Institute of Child Health.
- **Field Visit :** Visit to hospitals, home for the aged, orphanages, Leprosy homes are done to understand the issues, challenges and implications.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	375472 Sq.ft	-		375472 Sq.ft
Class rooms 15 classrooms 38'x25' = 950 sq. ft 3 classrooms 35'x 25' = 262 sq.ft 5 classrooms 26'x 25' = 325 sq. ft 1 classroom 23' x 3.4' = 79 sq.ft	24	-	-	24
Laboratories (Computer Lab – 2)	23'x 16'' = 368 sq.ft 23'x 16'' = 368 sq.ft	-		-
Seminar Halls (Auditorium)	66'x46' = 3036 sq. ft - 400 seating capacity	-	-	3036 sq. ft
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-		-

#### 4.2 Computerization of administration and library

All administrative and library data is computerized and it is maintained and managed by the system administrator.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24989	2733669	604	135205	26593	2868874
Reference Books	187	369782	50	35059	237	404841
e-Books	Infibnet	-	-	-	Infibnet	-
Journals	36	18500	-	-	35	18500
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	14	2621	-	-	14	2621
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centre	Computer Centres	Office	Departments	Others
Existing	147	03	66	01	YES	16	05	-
Added	-	-	-	-				
Total	147	03	66	01	YES	16	05	-

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology Upgradation (Networking, e-Governance etc.)

The College periodically conducts training and development programmes/workshops/guest lectures in order to enhance the Information Technology Skills to both staff and students (Computer, Internet access, Networking, e-Governance etc.) There is special hardware and networking diploma course conducted by the BCA dept. department to widen the employability.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	519460/-
iii) Equipment's	374887/-
iv) Others	15555132/-
<b>Total :</b>	<b>16449479/-</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has taken various initiatives in order to bring awareness about student support services. Some of the initiatives are as follows:

- Admission counselling
- Orientation during the Inauguration
- Orientation programme for Parents
- Periodic reinforcement of SSS by the class teachers, mentors, coordinators, principal etc
- Website
- Student handbook
- College prospectus

#### 5.2 Efforts made by the institution for tracking the progression

Institution has taken various initiatives to track curricular, co-curricular and extra-curricular progression of students:

Curricular	Co-Curricular and Extra-Curricular
CIA - I Unit Test	Department Level Activities
II Unit Test	Class Room Activities
Internal Assessment Activities	Clubs/Association Programmes
Attendance monitoring system	Intra and Inter-Class Cultural competitions
Result Analyses	Intra and Inter-Class Sports activities
Parents-Teachers Meet	Placement Cell
Remedial Classes	Post Programme Reviews/Appraisal
Mentoring	
Alumni Meet	

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
903	30	-	-

(b) No. of students outside the state

25

(c) No. of international students

Men	No	%	Women	No	%
	535	57		398	43

Last Year (2013-14)						This Year (2014-2015)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
116	230	23	554	NIL	919	137	224	21	551	NIL	933

Demand ratio 933      Dropout % - 11%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="03"/>	SET/SLET	<input type="text" value="02"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

#### 5.6 Details of student counselling and career guidance

The College has a well-established counselling centre managed by two professional counsellors to administer the personal, psychological and emotional issues of the students. Some of the issues dealt by the counsellors are: Depression, lack of food, relationship problems, loneliness, study problems, financial problems, death, medical problems, family problems, goal setting, future plans, career guidance, unleashing skills, goal setting goals etc. More than 300 students have benefited from the counseling services.

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
19	220	50	200

### 5.8 Details of gender sensitization programmes

- Legal Literacy program on Child Rights
- Women Cell Programmes / AICUF

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

Description	Number of Students	Amount
Financial support from institution	142	5,51,600/-
Financial support from government (Post Matric Scholarship)	-	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

## 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_ Nil \_\_\_\_\_

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

St. Joseph's Evening College is run by the Jesuits, who have always aimed to provide education that forms students, as whole persons who will be the agents of change for better. The values and ethos of the college are driven by the motto of "Fide et labore" meaning faith and toil.

The Vision is "To prepare men and women for the service of others, especially the poor, oppressed and marginalized".

The Mission is "To build up a group of young men and women who would be agents of change in the society and work towards a secular world of fraternity, equality and justice". The Mission is further formed into objectives which gives a definite direction to activities of college. These objectives are to strive towards Academic Excellence, Character Formation and Social Concern.

## **6.2 Does the Institution has a management Information System**

Yes. The College has a well-established management Information System

## **6.3 Quality improvement strategies adopted by the institution for each of the following:**

### **6.3.1 Curriculum Development:**

The College has established a systematic mechanism for design and development of the curriculum. The curriculum design and developments strategically planned at three major levels namely; Department, Board of Studies, and Academic Council. At the department level, key areas like content, structure, design, methodology, terminologies are discussed and this is incorporated into the syllabus discussed at BOS meetings comprising teachers and subject matter experts and co-opted representatives from industry and alumni. After the deliberation and consensus, their opinion, observation and recommendations are incorporated in the syllabus. This outcome is placed before the Academic Council for their perusal every year. IQAC documents and follows up on this process. Feedback of students, alumni and academic experts give impetus and direction for necessary changes in the curriculum. Major up-gradation of syllabus is made every three years, minor modifications aimed at attaining greater relevance are undertaken every year. Care is taken to ensure that the terminologies used while framing the syllabus are not vague and ambiguous. The BOS ensures that the syllabus is within the comprehension power of average and below average students. Each teacher reflects on the way the syllabus was realized through the feedback received from the students before framing the new syllabus. Faculty members are encouraged to participate in curriculum enrichment seminars, workshops, refresher, orientation etc., to update themselves in their respective subjects and same is contributed while developing the curriculum.

### **6.3.2 Teaching and Learning:**

To ensure enhanced learning experience among students, the faculty follows diverse methods of teaching. Though, practically all the courses are lecture based, staff members also make use of LCD to screen videos and present PPTs related to the subjects. They also use group discussion, presentation by the students, assignment, quiz, industrial visits, etc. in addition to lectures to enhance the learning process. Apart from these, the students are

encouraged to organize and participate in various state and national level seminars and conferences. In courses like Commerce and Management, the methodology includes case study analysis, solving organization problems, using research articles etc. Internships are done by students of Journalism. BBM and M.Com students have to undergo compulsory research paper training and prepare a research report related to their specialization area. To encourage students for research, students of B.Com and Sociology have a compulsory paper on Research Methodology.

### **6.3.3 Examination and Evaluation**

Each academic year consists of two semesters of 90 days of classes including tests and preparation for end-semester examination. Academic calendar showing dates of commencement and end of teaching, internal assessment tests and term end examination shall be duly notified before commencement of each semester.

At the end of each semester, a comprehensive examination will be conducted. The end-semester examination for 100 marks that will be converted into 50 marks would be held about at least ten days after the completion of teaching for the semester. Each theory paper of 100 marks shall be of three hours duration. The valuation of the semester examination is centrally arranged with the reviewer checking 15% of the answer scripts. All valuation work will be under the supervision of the Controller of Examinations.

For each Semester, there will be both Continuous Internal Assessment (CIA) and End Semester Examination (ESE), with equal weightage in the ratio of 50: 50. To get a pass in a course a student must secure a minimum of 35% in each of the CIA and 40% in ESE and a minimum of 40% in the aggregate of the two. A student cannot appear for the ESE unless he/she obtains the minimum of 35% in the CIA and 75% attendance in each subject.

### **6.3.4 Research and Development**

The College management considers research to be an integral part of education and is committed to provide best possible facilities to create an environment that promotes the smooth progress and implementation of research work and projects by faculty members. To promote and facilitate research culture, the College management has put the following policies in place.

- Faculty members are encouraged to pursue M.Phil. , Ph.D. or other research programs.



- Research committee is empowered to facilitate research activities for staff and students.
- Faculty members are encouraged to attend state, national and international seminars, workshops, conferences etc., to enhance research skills.
- Faculty members who have registered for research are given flexibility in the time table to carry our research work.
- Faculty members are supported with infrastructure, human resources, financial assistance to purchase books, information technology enabled services (LCD, INFLIBNET, LAN, Wi-Fi, Laptops, Personal Computers, Audio-Video Aids) to carry out research activities.
- Time-off, reduced teaching load, special leave etc. are granted to teachers who attend state, national and international seminars, workshops, conferences, viva voce etc.
- Financial assistance is given to organize state, national and international seminars, workshops, conferences etc.
- Administrative and financial assistance is given to organize interface meetings/lectures/symposium/conference with eminent intellectuals, scientists of national and international repute.
- All the final year students are expected to compulsorily undergo research methodology course and prepare research paper.
- To foster collaboration with research organizations.

### **6.3.5 Library, ICT and physical infrastructure / instrumentation**

The institution has a well-defined policy to enhance the infrastructure to facilitate effective Teaching-Learning ambience. It strictly adheres to the policies, norms and procedures laid down by the UGC and the affiliated University (Bangalore University). On these lines College management strives to upkeep and upgrades the existing infrastructure to achieve academic and administrative excellence. Regular maintenance of infrastructure has been undertaken for the optimal usage of resources and facilities. Over the past four decades number of initiatives have been undertaken to meet the growing needs of the college in view of the expanding new programmes and pedagogical skills. Some of the important Infrastructure facilities available in order to promote a good teaching-learning environment:

**1. Classrooms:** There are 22 spacious, ventilated and well-equipped classrooms to facilitate effective teaching-learning process. All the classrooms are equipped with LCD projectors, amplifiers, and are supported with laptop facility.

**2. Staff Rooms:** There are four independent well-furnished staff rooms for the departments of Humanities, Languages, Commerce, Computer Applications and Business Management respectively to augment and facilitate effective staff-student rapport.

**3. Seminar Hall/Audio Visual Room:** The College has two auditoriums, one at the old block and the other at the new block. The old auditorium measures 3036 square feet with a seating capacity of 400 and permanent fixtures like stage, green room, screen, modern lighting and sound system. The new auditorium has a seating capacity of around 300 with all facilities attached. These two auditoriums are used to conduct various curricular, co-curricular and extra-curricular events such as College Day, Graduation Day, Convocation Day, seminars, workshops, symposia, student activity and guest lectures etc. In between the two blocks of the College there is an open air quadrangle which is used for conducting college activities and programmes.

**4. Conference Room:** The College has a well-equipped conference room which facilitates the following activities:

- Regular staff meetings
- Students' Council meetings
- IQAC meetings
- Boards of Studies meetings.
- Academic Council meetings
- Alumni meetings
- Viva Voce
- Governing Body meetings etc.

**5. Tutorial space:** Tutorials are conducted in the seminar hall, conference room, classrooms and laboratories.

**6. Library:** To induce reading, referencing, researching and learning culture, the College has established a well-equipped and spacious library with a seating capacity of 250. The Library has more than 23,000 books for referencing and borrowing. It is also supported with internet, photocopying, scanning, and printout facilities for both staff and students.

**6. Laboratories:** To enhance language, computer and soft skills - Computer, Language and BCA Labs have been established. The specification and facilities of these labs are as follows:

#### **Computer Lab**

- Seating Capacity: 60
- No. of Terminals / Printers : 1 Printer
- Make : Pentium IV and Core i3
- Year of purchases: 2007 to 2014
- Software, Hardware/statistical / packages available: Operating System - Windows XP / Windows 7 Office 03, Office 07, Tally 9.1, Acrobat Reader, Mozilla Firefox,

#### **Language Lab**

- Seating Capacity: 36
- No. of Terminals / Printers: 1 Printer
- Make: Core 2
- Year of purchases: 2007 to 2013
- Software, Hardware /statistical / packages available: Operating System - Windows XP / Windows 7 Office 03, Office 07, Tally 9.1, Acrobat Reader, Mozilla Firefox,
- Language Lab : 35 + 1 Servers
- Computer Make: Core 2
- Year of Purchases: 2012

#### **BCA Lab**

- Seating Capacity: 27
- No. of Terminals / Printers: 0
- Make: Core i3
- Year of purchases: 2014
- Software, Hardware /statistical / packages available: Operating System - Windows XP/Windows 7 Office 03, Office 07, Tally 9.1, Acrobat Reader, Mozilla Firefox, VB, C, C++, Java

**Some of the infrastructural upgradation done during last three years are :**

- Construction of fourth floor which houses six well-furnished class rooms and auditorium with restroom facility.

- New Auditorium was added in the fourth floor to organize workshops, trainings, conferences etc.
- Students' Council Room was set up in the third floor (Loyola Block) to facilitate Students' Council activities.
- Commerce Lab was established in the ground floor (Loyola Block) for the Commerce Forum to organize Commerce-driven activities.
- Staff Rooms were refurbished with new furniture and equipment.
- Laptops, Personal Computers and other hardware gadgets with necessary software were purchased to facilitate effective teaching-learning process
- CCTV was installed in all strategic locations of campus for effective surveillance and security.
- Installation of Bio-Matrix to keep track of attendance of teaching and non-teaching staff.

### **6.3.6 Human Resource Management**

The College ensures that every newly recruited staff member is orientated, trained, developed for better acquaintance to the institution. The College ensures that quality staff members are recruited, retained and remunerated. Besides, additional incentives in the form of salary hike is given for teachers who have completed NET/SET or M.Phil. /Ph.D. studies. Committed faculty members who have contributed by way of excellent teaching and administrative work of the College are re-appointed even after their superannuation and given various teaching and administrative responsibilities.

### **6.3.7 Faculty and Staff recruitment**

Faculty and staff recruitment was done accordance with the recruitment policies laid down by UGC, University and by the College Management (Bangalore Jesuit Education Society).

### **6.3.8 Industry Interaction / Collaboration**

The College has sustained its interaction and collaboration with various institutions/ industries/organisations to give the exposure to our students.

The college has facilitated the following activities/programmes:

- Inviting Professionals from industry to interact with the students, share their experiences and motivate students
- Inviting industry experts to train our students in current trends
- Promoting internships and industry interface and collaborated with institutions like NISE/NISM/ICICI/YEA/SICREM etc.

### **6.3.9 Admission of Students**

The College ensures publicity through banners, word of mouth, website, posters and also displays notices regarding the admission process in the College notice board. All the information pertaining to admission is incorporated in website, prospectus and notice board in order to ensure transparency and efficacy in admission process.

The College forms admission committee every year which frames the admission policies and procedures. The committee decides on various aspects of admission like advertising, preparation of prospectus, application format, issue of application, submission procedure, scrutiny of application, criteria for selection, preparation of interview dates, conduct of interview, admission counselling, fee concession, etc.

The vision of the institution is “To prepare men and women for the service of others, specially the poor, oppressed and marginalized”, always special preference is given to the students belonging to poor, oppressed and marginalized. Generally, admission is not denied to any applicants belonging to SC, ST, OBC and Minorities. Need rather than merit is the major criterion for selection.

#### **The admission procedure is as follows:**

- Applications with prospectus are issued after the announcement of II PUC/12th standard results.
- The duly filled in applications are categorized according to the economic and social background of the candidates based on merit.
- The list of applicants short-listed is displayed on the notice-board along with the date and time of the interview.
- The interview committee consisting of the Principal, Vice-principal and HOD’s and senior faculty.
- Preliminary interview is conducted by the respective departments. The committee briefs the candidates and parents about the College, syllabus, campus culture etc.
- Final interview is conducted by the principal as per the stipulated date and time.

#### 6.4 Welfare schemes for

Teaching	Financial Assistance for children education, Salary advance/Loans during emergency.
Non teaching	Medical policy, Financial Assistance for children education, Salary advance/Loans during emergency.
Students	Evening Refreshments, Sneha Fund, Scholarships, and Interest free loans.

#### 6.5 Total corpus fund generated

NIL

#### 6.6 Whether annual financial audit has been done Yes No

#### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	JDCE Office	Yes	BJES (Mgt)
Administrative	Yes	Government	Yes	Accounts

#### 6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

## **6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?**

The College as introduced many reforms in the examination section keeping in mind changes in the government policy and experience of previous examination system under autonomy.

- The examination department consists of COEs, Second Division Assistant/ System Analyst and Office in charge
- The minimum requirement of scoring 35% in the CIA is done away with
- The scripts of Post-Graduate students will be double valued by the concerned teachers and other by the paper setter. Average of the two valuations will be considered for final marks
- The healthy ratio is maintained between external and internal paper setters where majority of papers are from outside the college.
- Answer scripts are bar coded
- From 2015-16 onwards the results will be published online
- The examination committee meets regularly to discuss issues of results, conducting of examination, gracing policies, CIA etc.
- A Separate malpractice Committee is formed to advice the Principal regarding the malpractice for all exams.
- Students have the facility to challenge the results in the form of Re-totaling, Re-evaluation and if desired they also eligible to get the photocopy of answer scripts.
- The College rigidly follows the system of declaring results within 3 Weeks from the last day of the examination.
- Only those teachers who have put in two years of teaching experience are eligible to value the scripts.
- Every semester the new teachers are given orientation on Valuation process
- All answer scripts are recounted, verified for the entry and transfer of marks to the main sheets by the new teachers who are ineligible to value. This prevents the human error in the valuation system

### **6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?**

University has played a pivotal role in promoting the scope of autonomy. Some of the important contributions made by autonomy are:

- It has appointed senior professors as subject matter experts to guide various departments on issues pertaining to curriculum design and development etc.
- It has appointed qualified, experienced and senior professors and academicians to aid and advice the academic council and governing body to enhance academic and administrative quality.
- University periodically sends “Autonomy Review Committee” to appraise the academic and administrative progression of the institution. Besides, admissions and results are scrutinised and approved by the university. It also issues degree certificates to the eligible candidates.

### **6.11 Activities and support from the Alumni Association**

Alumni Association has played a significant role towards the growth and development of the college. Some of the important contributions of Alumnus are:

- Periodic Alumnus meeting was conducted by the office bearers and the core committee members to discuss the action plan for the academic year
- Facilitated various college activities like Annual athletic meet, annual intra and inter-collegiate fests, Activities of Clubs/Associations, Outreach Programmes, Social Analyses Programme, Igniters Programme etc. Besides, it has facilitated placement activities for the employment seekers and also extended financial support to the students.
- Annual Alumnus Meet was conducted on Sunday 8 March 2014 in our campus. The programme was presided over by the rector, principal and senior alumnus representatives. Over 300 members attended the event. Some of the important issues and activities conducted during the meet were: Strengthening and expansion of alumnus, Conduct of elections to choose the new office bearers, action plan for ensuing and next academic year etc. Besides, various cultural and sports activities was conducted to enthuse the participants.



## 6.12 Activities and support from the Parent – Teacher Association

- Regular PTA Meeting are held to update the performance of their wards.
- Parents are invited to witness the important programs and functions such as College Day, Graduation Day, Inaugural Day, Admission Orientation etc.

## 6.13 Development programmes for support staff

- Financial assistance is extended to all support staff in form of Education loan to their children, Medical assistance to their families, Salary advance in case of personal emergencies etc.
- Recreational trips are organised annually to enthuse synergy among the support staff.
- Periodic Interactional meetings are conducted to understand the concerns of administrative staff.

## 6.14 Initiatives taken by the institution to make the campus eco-friendly

- **Rain water harvesting:** The College has invested 1.5 lakh rupees to construct a rain water harvesting facility with a 1 lakh litre capacity.
- **Plantation:** The College has plantation which consists of 47 varieties of trees, 109 saplings and 439 flower pots in the campus.
- **No Plastic Campus:** The campus is plastic free and litter free.
- **Waste Management:** Hazardous waste management is being done scientifically and is collected by BBMP.
- **Eco-talks:** The College organised a talk on Eco consciousness by an eminent environmentalist
- **Promoting Eco-awareness:** The Student Council and AICUF unit of the College observes important days in the calendar with the Display of Posters, Video presentations, Signature campaign and Street Plays on Environment.

## Criterion – VII

### 7. Innovations and Best Practices

**Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

Some of the innovative and best practices sustained, strengthened and introduced during the academic year are as follows:

- **No Free hour Policy:** The College follows the policy of '*No Free Hours*'. It has initiated to ensure that all the free hours are occupied either by a parallel teacher/alternative teacher/guest lecture. The objective of this is to optimise and leverage the resources.
- **Mentoring:** The College has been successfully organising Mentoring system for all the classes under the supervision of the class teachers and the subject teachers. The student-teacher ratio for mentoring is 35:1.
- **Peer-Learning:** The Students are encouraged to practice Peer-learning during the non-college hours. This gives opportunity for the academically weaker students to learn from the academically gifted.
- **Counselling:** Professional Counsellors are appointed to address the personal, psychological and emotional issues of the students.
- **Evening Free Snacks Scheme:** The College takes special care of those students who are financially deprived by providing free snacks during the long break. It keeps the students active and energetic. This scheme has benefitted more than 120 students.
- **Scholarship:** To encourage the financially poor students who are academically competent, the College has awarded scholarship of Rs.7 lakh for the academic year 2013-2014. This has motivated the students to excel in their academics.
- **Induction Programme:** To facilitate a smooth transition from student life to teaching profession, the college organises a three day training course to the newly recruited faculty.
- **Teaching Methodology:** To improve and keep pace with the emerging trends in teaching-learning process, several innovative practices such as role-plays, quiz, brain storming, group discussion, panel discussion, extempore, debates, case study analysis and probing questioning are introduced.

- **Sneha Fund:** In view of fostering cooperation, compassion and social responsibility towards the deprived, the college has introduced a novel idea of creating a corpus fund named, ‘**Sneha Fund**’. The students and teachers are encouraged to contribute to the fund. The objective of the project is, ‘**The Poor helping the Poor**’.
- **Ignitors Integral Formation Programme:** The College in collaboration with Jesuit Youth Ministry of Karnataka has been organizing a three day programme called, “*Ignitors Integral Formation Programme*” for the students since, 2011. The objective of the programme is to ignite the young minds and hearts. The programme has three dimensions which cater to the holistic development of students. They are;
  - ***Life-Skill Development:** This programme is designed to equip the students with various life-skills such as Intra and inter-personal communication, decision making, problem solving, stress management, anger management, etc.*
  - ***Social Analysis:** This programme is designed to help students understand the various social-evils of the society such as human-trafficking, poverty, gender discrimination, caste discrimination, etc.*
- **Corporate Ready Programme:** To equip the students with the knowledge and skills required for a smooth transition from Campus to Corporate, a Corporate Ready Programme was organized free of cost by an Alumnus of our college for the final year BA, B.Com and BBM students. The programme spans over four consecutive weekends.
- **Vocational Training Programme:** A short-term Job-oriented Vocational Training Programme was organized for the College dropouts by BOSCH in collaboration with the College.
- **Compulsory Term Research Paper (CTP) :**Scholarly activity beyond syllabus by teachers and students namely, Compulsory Term Paper for all the final year students is introduced in the 6<sup>th</sup> Semester. The Students are offered a wide spectrum of 256 areas to choose from and 36 teachers guide the students in completing the term-paper.
- **Rural Exposure Camp:** To give exposure for the students to the harsh realities of rural life in our country, the College organizes a four to five days of Rural Exposure Camp for the final year students annually. This has enriched the students to understand and combat the various facets of the society.
- **Community College:** St. Joseph’s Evening College (SJEC) is one of the nine colleges to run the Community College Scheme (CCS) in Karnataka which offers various skill development courses to enhance technical, managerial, communicational and soft skills.

The syllabus is framed as per the NSDC and National Vocational Educational Qualification Framework (NVEQF) standards. Students who pursue these courses are fortunate to get lot of practical knowledge in the skill and first-hand experience of working in the field through internship. Due to the industry partnership they are absorbed quickly into the job.

### **7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year**

All the Curricular, Co-curricular and Extra-Curricular activities were planned and implemented successfully. The Annual action plan was printed in the hand book/calendar and the same was circulated to all the students and staff. After every programme a review meeting was conducted to appraise the outcomes of the activities.

### **7.3 Give two Best Practices of the institution**

#### **Title of the practice one: Bridge course:**

The College initiated a Bridge course for all first year students in June 2014 with a view to equipping students to meet academic challenges. The basic Bridge course is given to students of I B.A. & I B.C.A and focuses on English and language skills. The B.com Bridge Course is a week-long programme with two components, namely, Language skills, Practical skills (Financial Accounting and Basic Mathematics). The B.B.M students do a similar programme with three components: Language skills, Practical skills (Financial Accounting and Basic Mathematics) and Soft Skills. The College also published a Bridge Course hand book in English, Kannada and Hindi.

#### **Objectives of the Practice:**

- To lay a strong foundation for the first generation learners on which they can build upon their learning abilities.
- To enable students who are crossing over from different mediums of instructions into English medium.
- It also enables the students who are crossing over from different streams into Arts/Commerce/Computer Applications to make a smooth transition.
- To help teachers analyse and understand the strengths and weaknesses of the students and teach them accordingly.
- To prepare the students for the study of advanced components of the syllabi.

**Practice:**

- There is a gap between the level of academic preparedness that students possess and the challenge that undergraduate courses offer. This problem becomes more acute in an evening college environment.
- The College invests in planning for this exercise: the faculty are drawn into brainstorming and preparing the inputs for the programme several months before the course is administered.
- The students are assessed during the induction programme on their language and subject proficiency.
- The students are grouped into small clusters based on the assessment.
- Simplified methodology is used to disseminate the course.
- The students are evaluated at the end of the course.
- Further, follow-up is done by the Departments to sustain the effectiveness of the Bridge Course.

**Evidence of Success**

Since the programme is still in its infancy, we can only make a tentative assessment of its success. While, students may still drop out in the first and second semesters, there is a perceptible increase in students' confidence and ability to cope with academic challenges. The performance of the students in tests and exams bears testimony to this increase in confidence and ability. Classroom interaction has begun to steadily improve. The students also have benefited in terms of transactional skills and interpersonal communication skills.

**Problems encountered and resources required**

- In logistical terms, the Bridge course is a challenge because it must be slotted into the time table at the beginning of the semester.
- Some components like Soft Skills may need to be outsourced, leading to the problem of finding suitable resource persons whose schedule can accommodate commitments to our programme.
- Developing the course content is an effort that is labour- and time-intensive.

- Assessing the proficiency of the students prior to and immediately after the bridge programme casts a burden on the teachers who double as resource persons.

**Title of the practice two: Comprehensive Outreach Programme; ‘Converging Campus and Community’**, One of the major thrust areas of St. Joseph’s Evening College is Social Concern- forming men and women for the service of others and touching as many lives as possible. In view of the fundamental values of the College, the College has embarked an ambitious Outreach programme since 2008. We had outreach programmes in five different villages of Karnataka. Initially, it was offered only for the final year students. Later, the College decided to bring even first year and the second year students into the mainstream of the outreach programme.

**Objectives:**

- To give a thrust to the ethos of St. Joseph’s Evening College; Social Concern to create social reciprocity amongst students.
- To facilitate paradigm shift in pedagogy from classroom learning to research based student-centric learning.
- To evaluate the students not only the basis of academic marks but also on their performance in co-curricular and extra-curricular activities.
- To expose the students to the daunting challenges that keep cropping up in the career scape and prepare them accordingly to meet the market demands and the social needs.

**Practice:**

- The students were divided into 55 groups consisting of 10 students in each group. They were sent to different parts of the city to reach the unreached.
- The Students witness and experience the social and cultural problems.
- The Students are engaged with the communities to understand the socio-political, economic and cultural context of the society.
- The students make a context analysis and mapping for deepened reflections of their roles and responsibilities in empowering communities.

### **Evidence of Success**

A change in attitude among students is evidenced by the fact that there is willing participation in campus initiatives such as The Sneha Fund, where students from humble backgrounds contribute generously to help other students in need. More evidence can be found in the rise of a spirit of voluntarism in the student body for social activities.

### **Problems encountered and resources required**

- Pooling in resources: the exercise comes associated with a significant financial burden currently borne by the institution.
- Logistical issues such as managing large number of students, discipline, accommodation, travel, security, food, etc.
- Collaboration with the NGOs and other agencies to orient our students towards an understanding of the larger social issues that may be invisible in the community that they interact with.

## **7.4 Contribution to environmental awareness / protection**

St. Joseph's Evening College located at the heart of the much polluted Bangalore city, has realised the need to contribute towards the betterment of the environment in which we live. Hence, the college has been continuously striving towards creating eco-consciousness among the stake-holders of the college through various activities. Some of the initiatives taken by the College to inculcate environment awareness and protection are:

- **Rain water harvesting:** The College has invested 1.5 lakh rupees to construct a rain water harvesting facility with a 1 lakh litre capacity.
- **Plantation:** The College has plantation which consists of 47 varieties of trees, 109 saplings and 439 flower pots in the campus.
- **No Plastic Campus:** The campus is plastic free and litter free.
- **Waste Management:** Hazardous waste management is being done scientifically and is collected by BBMP.
- **Eco-talks:** The College regularly organises environment related issues, challenges and implications.

- **Promoting Eco-awareness:** The AICUF unit of the College observes important days in the calendar with the Display of Posters, Video presentations, Signature campaign and Street Plays on Environment. They participate in public rallies on Environment with Green Peace Foundation

**7.5 Whether environmental audit was conducted?** Yes  No

**7.6 Any other relevant information the institution wishes to add.**

**Community College:** St. Joseph's Evening College (SJEC) is one of the nine colleges to run the Community College Scheme (CCS) in Karnataka which offers various skill development courses. The objective of Community College is to introduce higher order skill development programmes in order foster technical, managerial and soft skills consonance with the national requirements as outlined by the National Skills Development Corporation and other agencies.

Some of important skill development programmes offered by the community college are: Diploma in Information Technology Enabled Services, Diploma in Retail Management, Diploma in Beauty Culture, Diploma in Electrical and Electronics and Diploma in Hotel Management. Besides, courses like Functional and Communicative English, Basic Computer Education, Exposure to Life and Soft Skills are also offered.

The syllabus is framed as per the NSDC and National Vocational Educational Qualification Framework (NVEQF) standards. Students who pursue these courses are fortunate to get lot of practical knowledge in the skill and first-hand experience of working in the field through internship. Due to the industry partnership they are absorbed quickly into the job.



## 8. Plans of institution for next year

### The College IQAC as planned the following programmes for the next academic year

- To hold National Seminar/Conference/ Workshop at Intercollegiate level
- To introduce new undergraduate and Post-graduate courses.
- To strengthen the Community College courses
- To introduce Choice Based Credit System across the stream
- To encourage teachers to pursue research degree like M.Phil, PhD etc.
- To foster research activities among faculties and students.
- To strengthen the alumni association activities/programmes in the campus
- To setup smart campus in order to induce ITES in all academic and non-academic processes of the institution.

*Dr. Kanishka K*

*Fr. Victor Lobo S.J.*

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*