YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	St. Joseph's Evening College (Autonomous)
• Name of the Head of the institution	Dr. Albert Joseph Smith
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	9480490446
• Alternate phone No.	08022214416
• Mobile No. (Principal)	9480490446
• Registered e-mail ID (Principal)	principal@sjec.edu.in
• Address	No.35, Museum Road, Bengaluru - 560025
• City/Town	Bengaluru
• State/UT	Karnataka
• Pin Code	560025
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	07/10/2004
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Self-financing**
• Name of the IQAC Co-ordinator/Director	**Dr. Kanishka**
• Phone No.	**08022214416**
• Mobile No:	**9845648729**
• IQAC e-mail ID	**mail@sjec.edu.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://sjec.edu.in/pdf/AQARSJEC2019-20.pdf
4.Was the Academic Calendar prepared for that year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://sjec.edu.in/pdf/SjecCalendar2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**Three Star**	**2**	**2002**	**12/02/2002**	**28/03/2010**
Cycle 2	**B**	**2.82**	**2010**	**28/03/2010**	**27/03/2015**
Cycle 3	**B++**	**2.89**	**2016**	**16/09/2016**	**15/09/2021**

6.Date of Establishment of IQAC	**06/06/1997**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Provide details regarding the composition of the IQAC:

• Upload the latest notification regarding the composition of the IQAC by the HEI	View File

9.No. of IQAC meetings held during the year	`07`	
• Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?	`Yes`	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Did IQAC receive funding from any funding agency to support its activities during the year?	`No`	
• If yes, mention the amount		

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

`The major activities organised during the ensuing period are as follows ? Annual department audit for the last academic year 2019-20 was conducted on 2nd June, 2020. ? Conceptualization, orientation, training and implementation of personality and soft skills program was organised for all the staff and students during the 2nd, 3rd and 4th week of May 2020. ? Conceptualization, development, orientation, training and implementation of various online teaching-learning-evaluation platforms, methods and aids in the background of COVID protocol ? Internal audit of all departments for last 4 years (2016 till 2020) was conducted on Monday 11th January 2021 ? Odd semester, Half yearly department validation for AY 2020 - 21 was conducted during the second week of January 2021 ? Two member external experts, Dr. Ashwathnarayana of History Dept. of BU and Dr. Kavalamma Department of History, Govt. Arts College, PG. Centre, Bangalore were invited on Wednesday 13th January 2021 to validate the department academic reports comprising of 41 questionnaire and annexures.`

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
Conduct of Annual Audit	Conducted annual audit for 2019 – 2020 in the month of June 2021, Conducted internal audit – departmental audit January 2021
Conduct of IQAC meetings	IQAC conducted seven meetings during the year 2020 – 2021.
Preparation and submission of AQAR 2019 – 2020	Criterion heads were identified and sensitized them about the AQAR. Under various criterion heads data were collected, collated and submission of AQAR 2019 -2020 was done.
Preparation and submission of the NIRF 2019 – 2020	Necessary data were collected and collated. Uploaded the data collected on the NIRF web portal
Conduct International, National and college level Webinars and workshops towards Faculty and students development and enrichment	IQAC in collaboration with departments and college conducted number of webinars bringing National and International experts in various field across.
Conduct of various certificate courses	IQAC in collaboration with departments conducted number of online certificate courses in the month of August 2020. PG students were offered NET Coaching classes and two students from M.Com and one student from MA English also cleared NET/KSET.
Student Career Advancement	IQAC in collaboration with placement cell conducted online training programme on employability skills in the month of December 2020

13.Was the AQAR placed before the statutory body?	**Yes**

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Academic Council Meeting	Nil

14.Was the institutional data submitted to AISHE ?	Yes

- Year

Year	Date of Submission
2020 - 2021	21/02/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **9**

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.Student

2.1   **1327**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	[View File](#)

2.2   **395**

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.3   **1177**

Number of students who appeared for the examinations conducted
by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

3.Academic

3.1   **218**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

3.2   **41**

Number of full-time teachers during the year:

Extended Profile

1.Programme

1.1	**9**
Number of programmes offered during the year:	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.Student

2.1	**1327**
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	[View File](#)

2.2	**395**
Number of outgoing / final year students during the year:	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.3	**1177**
Number of students who appeared for the examinations conducted by the institution during the year:	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

3.Academic

3.1	**218**
Number of courses in all programmes during the year:	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

3.2 Number of full-time teachers during the year:	**41**

File Description	Documents
Institutional Data in Prescribed Format	<u>View File</u>

3.3 Number of sanctioned posts for the year:	**4**

4.Institution

4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	**0**
4.2 Total number of Classrooms and Seminar halls	**36**
4.3 Total number of computers on campus for academic purposes	**221**
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	**85,68,160.02**

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution:

The curriculum is designed and implemented according to the

Outcome based curriculum framework (OBEF). The B.Com program strengthens the foundation in Discipline core subjects facilitating the commerce graduates in making a difference to the Industry as skilled corporate employees at Local, National and Global levels. BBA graduates are provided with good domain knowledge and skills in management in order to contribute to the industry as managerial and administrative professionals and in becoming Entrepreneurs. The BCA programs, provides professional Computer Application skills, needed for efficient solutions for industrial and real-life problems.

The Humanities department offers Triple major BA programmes. These inter disciplinary programmes enable BA graduates of SJEC to pursue higher education programmes and employment, in a wide variety of careers from diverse fields which cater to Global, National and Local needs and for providing career opportunities in government organisations, NGOs, defence sector, media, corporate establishments and rights advocacy. The post graduate programmes with a focussed approach, foster developing strong domain knowledge and research skills.

The languages department, prepare students to become proficient in communication and language skills. Student are guided to prepare for competitive exams for jobs at National and local levels and in developing interpersonal skills and patriotism.

File Description	Documents
Upload additional information, if any	No File Uploaded
Link for additional information	Nil

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

6

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	No File Uploaded
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development

offered by the Institution during the year

218

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	No File Uploaded
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

6

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

13

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

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

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

The Course matrix facilitates embedding in the curriculum, concerns related to Gender, Environment and Sustainability, Human Values and Professional Ethics. In part 1 of the course matrix, the languages provide enriching learning experience to students towards social concern and issues. The Core subjects of Part 2 addresses concerns related to Gender, ethics and sustainability. The Department of Humanities, through their core subjects, specifically address issues related to gender, human rights and women rights.

The B.Com,BBA and M.Com Programs incorporate ethics and sustainability in their course offerings, and more specifically the aspects of 'Business Ethics'.

The Part 3 of the Course matrix is the foundation courses. Indian Constitution and Environmental science hold a high degree of relevance in the present day context and are mandatory for students across all programmes. The students from BA programs have a foundation course on Environment and Public health. The Department of Humanities also offers a Diploma in Human rights. The various departments, clubs and associations of the College through academic programmes and extracurricular activities promote Gender, Environment and Sustainability, Human Values and Professional Ethics

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	No File Uploaded
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

9

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	**No File Uploaded**
Any additional information	**No File Uploaded**

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

369

File Description	Documents
List of students enrolled	View File
Any additional information	**No File Uploaded**

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

289

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	**A. All 4 of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	**Nil**
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - The feedback system of the Institution comprises the following	**A. Feedback collected, analysed and action taken made available on the website**

File Description	Documents
Provide URL for stakeholders' feedback report	**Nil**
Any additional information	**No File Uploaded**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

532

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

532

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Understanding the profile and diversity of students, admission process, orientation, assessment and special programmes are customized. To get acquainted with curriculum, pedagogy, learning and evaluation process, slow and advanced leaners are identified and prepared to take-up the rigor of UG / PG Courses

At the entry level, slow and advanced learners are identified through the admission process and past academic record. This input is taken into consideration while offering bridge course to slow and advanced learners

The advanced and slow learners are further assessed during subject wise class activity, class tests, assignments, mid-term and end semester examination. HOD, Class teacher and Mentors analyze the academic performance level of students and remedial programs are offered.

Programmes offered for slow learners: Based on the academic outcomes slow learners are motivated to participate in different programmes such as Bridge Course, Language skills, Remedial classes, Special classes, Peer groups learning, Academic mentoring, Parents meeting, Soft Skills

Programmes offered for advanced learners (AL): Advanced learners are motivated to participate in various academic, co-curricular and extra-curricular activities like Academic assignments and class administration, Department activities, College level leadership roles, Peer mentoring, Research, Value-added, Certificate and Professional courses, Career improvement program and Merit scholarship.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/06/2021	1327	54

File Description	Documents
Upload any additional information	No File Uploaded

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:

The Teaching, Learning and Evaluation methodology adopted for UG/PG Programs are customized, student centric and outcome driven. The pedagogy is conceptualized, designed and delivered taking into consideration learner's diversity, academic profile, interest pattern, demographic status and learning outcomes

Qualified, experienced and committed faculty members are inducted to teach various UG/PG courses. Faculties are oriented and trained on the ethos of evening college, its student profile and their learner's requirements. Further, faculty are trained to use traditional and digital teaching-learning-evaluation methodologies for effective student centric learning outcomes

Institution has empowered every department to adopt and customize pedagogical transaction based on Graduate Attributes (GA), Program Specific Objectives (PSO), Program Objectives (PO's) and Course Objectives (CO's) to facilitate effective student-centric learning-outcome.

Faculty members are enabled and supported with different pedagogical methods, resources and aids to ensure enhanced teaching-learning outcome. To foster multiple intelligence, every department organizes academic as well as non-academic activities to help students gain competitive advantage and contribute towards joyful, experiential, participative and collaborative experience.

Further, these methods are channelized through brain storming, question & answer session (Q & A), class assignments, individual presentation, group presentation, participative discussion, debates, quizzes, field visits, guest lecturers, case studies, article review, role play, skit, tutorial, seminars, viva voice, project presentation etc.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

At SJEC, Teachers are empowered to use diverse ICT enabled tools including online resources for effective teaching and learning process. ICT is embedded in the teaching plan and forms an

integral part of teaching-learning process.

ICT Enabled Class rooms: Provision for usage of following modern teaching tools and techniques are available to make learning process interesting and interactive.

LCD Projector

Computer

Internet/LAN Facility

Wi-Fi Facility

Audio Facility

Smart Board

Internet access: The entire college campus is Wi-Fi enabled and efforts are made to ensure that ICT and its use are integrated in the fabric of the curriculum..

Computer Lab: The computer lab is used by faculty during practical classes and also for administering student assignments and presentations

Language Lab: English language lab is used to enhance listening, speaking, reading, presentation and writing skills through audio-visual materials dedicated software

LMS: LINWAYS, learning management system (LMS) is integrated with variety of features and benefits specifically keeping the college students in mind. The LMS integrates academic functions with Teaching, learning and evaluation capabilities.

Online Classes: MS-Teams online platform enables teachers and students to connect over video-enabled remote classrooms, offering a host of interactive and collaborative teaching-learning process.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	**Nil**
Upload any additional information	**No File Uploaded**

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

54

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	**No File Uploaded**
Circulars with regard to assigning mentors to mentees	**No File Uploaded**

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The Academic Calendar is drafted by a Planning committee consisting of the, Principal, Vice Principal, COE, IQAC coordinator, HODs, and Student Council Governor. The academic calendar and handbook draft are then sent to all staff for their suggestions. After incorporating necessary changes, the final draft is examined and approved by Principal and Director. The final draft is presented and ratified in the Academic Council and Governing Body. After approval, the Academic Calendar along with curricular, co-curricular and extra-curricular components are printed and distributed every student and staff and same is uploaded in official website. The key aspects covering the academic calendar are as follows:

First and last working day of each semester

Statutory and Staff meetings

Induction and orientation programmes

Student Council elections

Unit Tests

Dates of CIA

End Semester Examinations

Semester Breaks

Seminars, Workshops and Conferences

Co-curricular and Extracurricular activities

Various intra-collegiate and intercollegiate competitions

Days pertaining to State, National and International relevance

Mentoring schedule

Government holidays

Teaching Plan (TP)

The concept of teaching plan is given utmost care and importance in our institution. Every department is given autonomy to conceptualize, design, develop, implement, evaluate and review the teaching plan periodically to ensure student centric learning outcomes are achieved. As a result, the college has in place an effective mechanism for the preparation, execution and evaluation of teaching plans.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

41

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

12

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

42

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

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

06

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

101

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The College has introduced many examination reforms to suit the autonomy standards and also to adhere to the higher education policies and dynamics. COE office vision " To ensure Reliable, Credible, Innovative, Quality Student Centric Examination and Evaluation services to the Students" are achieved through periodic review of feedback of stakeholders and outcomes achieved. Inclusion of Information Technology integration and reforms in the examination procedures and processes including continuous internal assessment (CIA) have brought in considerable improvement in examination management system (EMS) of the institution.

Reforms in Examination and Evaluation Procedure:

IT Integration in Examination and Evaluation Procedure

Automation process of the examination procedure has been achieved by integrating IT in the examination and evaluation procedure. Below are the details of the integration:

Online display of Exam notices through ERP and website

Online registration for the End Semester Examination through ERP

Automated seating arrangement through ERP

Online publication of seating arrangement

Utilization of Barcode Scanners for marks entry

Online entry of CIA marks

Online Examination (Linways & MS Teams)

Online Payment for Supplementary Examination Fees

Proctoring mechanism to monitor online examination

Providing facility to take up online examination from campus

Online publication of results

Reforms in CIA

LINWAYS-LMS platforms are utilized to conduct CIA tasks

Language departments conduct CIA tasks for 30 marks which involves all round evaluation of student performance.

Innovative CIA tasks are given by the faculty members.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of all programmes are stated and communicated to the students as well as the other stakeholders through the college website. The faculty members are continuously oriented and trained by the IQAC and OBE Committee to ensure OBE framework is aligned in teaching-learning plan as per the OBE

guidelines and standards to optimize learning outcomes.

The IQAC and the OBE committee at the college takes special care in organising input sessions and orientation programmes for staff and students of all programs, where both internal and external resource persons are invited to take sessions on outcome-based education, its relevance, implementation and attainment of the course outcomes. Periodic class room presentations, on the continuous attainment of course outcomes (COs) throughout the academic year, ultimately leading to the attainment of the programme educational objectives (PEOs) and programme specific outcomes (PSOs) are also a part of the initiatives taken by the OBE committee. Other than this, development and implementation of OBE model is communicated to all the stakeholders during academic council meeting and board of studies meetings. The institution is committed to initiate the transitional mode of implementation of OBE, so that the advantages of both - the new and traditional mode can be retained.

Every program ensures that course objectives and outcomes are meticulously conceptualized and incorporated in respective courses.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	No File Uploaded
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The institution articulated the need for outcome-based education policy framework and its implementation during the academic year 2019-20 based on UGC mandate and higher education standards. IQAC along OBE committee initiated the process of internalization and institutionalization of OBE policy framework by orienting and training the staff.

Institution has implemented the process of OBE policy framework during the academic year 2020-21 and the attainment of program outcomes and course outcomes evaluation is also in the implementation stage

The attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes is evaluated by formative and summative assessment process. The various assessment tools for measuring Course Outcomes include Continuous Internal Assessment (Tutorials, Assignments, Project work, Labs, Presentations), Mid Term Test and End Semester Examinations, Employer/Alumni Feedback etc. These course outcomes are mapped to Programme Educational Objectives and Program outcomes. This evaluation pattern helps to measure the Program Outcome. Threshold limit has been set for evaluation and assessment of Mid Term Test and End Semester Examination.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

361

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

http://sjec.edu.in/pdf/IQAC-FEEDBACKFORMFOR-SSS.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy

for promotion of research which is uploaded on the institutional website and implemented

St. Joseph's Evening College (Autonomous) is committed to providing quality education, and in line with that objective, promotes a culture of research in its Institution. The research policy of St. Joseph's Evening College aims to provide norms and guidelines for capacity building of staff members, students by promoting a culture of scientific temper to enhance research aptitude.

The research policy of the college envisions to create a conducive research environment by

- To attain a desired mix of teaching, research and consultancy in their work
- Ensuring high quality standards of ethics, integrity, intellectual honesty and competence in research
- Ensuring all research activities comply to the norms regulations and guidelines stipulated by the Institution / Management

Governing the pedagogy for students' research in terms of foundational knowledge training, academic writing and reporting formats, plagiarism and timelines of term paper submission

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	Nil
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

NIL

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	**No File Uploaded**
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	*View File*
List of teachers receiving grant and details of grant received	**No File Uploaded**
Any additional information	**No File Uploaded**

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

NIL

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	*View File*
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

NIL

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	*View File*
List of projects and grant details	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2.2 - Number of teachers having research projects during the year

NIL

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**
List of research projects during the year	<u>View File</u>

3.2.3 - Number of teachers recognised as research guides

2

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	**No File Uploaded**
Institutional data in Prescribed format	<u>View File</u>

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

NIL

File Description	Documents
Supporting document from Funding Agencies	<u>View File</u>
Paste link to funding agencies' website	**Nil**
Any additional information	**No File Uploaded**

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The institution has consistently strived to create an ecosystem that promotes innovative thinking among the students and faculty. This ecosystem is comprised of a symbiotic relationship between various stakeholders of the college: industry, government, academia, and the society. The curriculum and syllabus for the programmes have been designed in consultation and collaboration

with the external stakeholders such as alumni, industry experts, NGOs/CBOs. The Entrepreneurship Development Cell of the college has been instrumental in catalysing the ideas of students into start-ups through its flagship programmes like TEDx, Synergy and Triad etc. As a result of the initiatives from Bembala, the institution was able to identify the needs of the community and organize workshops and training sessions for SHGs, govt school children, migrant workers, etc. This has resulted in transfer of skills and an ecosystem to support our students to enhance skills such as leadership, communication, creative and critical thinking. The student associations and clubs that include NSS, AICUF, Youth Red Cross, Woman's Forum & Students Council, also conduct activities like Cleanliness drives, Rural exposure camps, Organ Donation Awareness, Visit to Charitable Institutions, Blood donation camps, Disability awareness programme, Waste management, Drives to reduce plastic use, Planting saplings, Environmental awareness, Covid Relief Work

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

5

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through	D. Any 1 of the above

authenticated software	

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<u>View File</u>
Any additional information	**No File Uploaded**

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

9

File Description	Documents
List of research papers by title, author, department, and year of publication	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Bibliometrics of the publications during the year	**No File Uploaded**

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

NIL

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

NIL

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	No File Uploaded
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

NIL

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The Outreach program offers the students skills required for community development, sensitize them towards various issues on marginalized communities and instils a sense of confidence and satisfaction in taking on these issues. Few Extension activities conducted were Traffic awareness campaigns, Teaching at government schools, Swatch Bharat campaign, Cleanliness drives, Charitable Home Visits, Rural exposure camps. The impact of these initiatives is visible in the way students are motivated to develop an understanding of the social issues and work towards making a difference in the lives of others. This is evident in the way they volunteer in times of crisis such as during covid relief work,

flood relief, community service initiatives like online classes for children from slums, participation in virtual sapling plantations drives, seed ball making, clean up drives govt school teaching, visiting villages and spread awareness about health and hygiene.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

22

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

29

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

1327

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

1

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

1

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

St. Joseph's Evening College enjoys the privilege of being in a strategic position – at the heart of the Bengaluru City. The campus spread over 7 acres has enough space to house the college building.

The college campus has been designed to accommodate the necessary facilities. The college has the following blocks:

1. Loyola Block – It consists of space for college office, Director, Principal, Vice Principal, Finance officer, Account's office, Controller of Examinations Office, IQAC, Commerce Staff

Room, Conference Room, First Aid Room/wellness room, multi-faith prayer Hall, Centre for learning and counselling, Loyola-Hall (Auditorium) and Board Room

2. Xavier Block- It includes space for classrooms, staff rooms, Library and E- Library, Computer Labs, System Administrator, Studio, Clubs and Associations (Student Council), Psychology Lab, Placement Cell, Audio Visual Room, Counselling Rooms and Bembala-Outreach Office.

The Xavier block has a basement, ground floor and 4 additional floors which are well connected through two lifts and two separate sets of staircases. There is a skywalk which connects Loyola block and Xavier Block. Xavier Block is also connected with Loyola Sports Complex

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

A special care and encouragement is given to sports activities. The College organizes grand annual sports meet in which every class takes part.

The college has adequate facilities for an all-round development of students. The College uses the resources of BJES for sports activities which includes a sports complex containingTable Tennis court, Badminton court, Indoor Cricket for Net Practice Matches, swimming pool.

Open ground forThrow ball,Volley ball,Cricket andBasket Ball.

There are facilities for indoor games within the campus for carrom and chess.

Gymnasium: The college uses Gymnasium of SJCC which is fully equipped gymnasium for training and fitness purposes. The gymnasium can be utilized by both the staff and the students.

Sports Management and Support System: The college has a Sports

Coordinator and Sports secretaries from each stream (B. Com-2, BBA-1, BCA-1 and BA-1) who coordinate the sports and games activities of the college and maintain the sports and games infrastructure.

File Description	Documents
Geotagged pictures	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

34

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

17,78,762

File Description	Documents
Upload audited utilization statements	**No File Uploaded**
Details of Expenditure, excluding salary, during the years	[View File](#)
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

St. Joseph's Evening college promote the process of learning and grasping knowledge. Libraries play a critical role in providing students with dependable content. Our college provides such a

diverse range of courses that most students find exactly what they are looking for. They make it easy for people to access them for a variety of reasons.

The college has a centralized library which is accessible to the staff as well as the students during the college hours. It has a well-stocked Library and Information Centre that is updated every semester.

The total carpet area of the library is 2575.14 square ft and has adequate reading space capacity for 100 students at a time.

The Integrated Library Management System used by St. Joseph's Evening College is LIBSOFT, and the nature of automation is partial; the college employs the newest version, 9.8.0, as an automated Library Management System. In the year 2008, the college library was automated.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

B. Any 3 of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	No File Uploaded

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

216473

File Description	Documents
Audited statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

39

File Description	Documents
Upload details of library usage by teachers and students	**No File Uploaded**
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The College has put in place a policy for the maintenance and upgrade of its IT facilities. The college is well-equipped with IT facilities including Wi-Fi access to both the students and staff.

Upgrades in Enterprise Resource Planning

The institution moved from 'Pupilpod' to 'Linways' for a better Enterprise Resource Planning system in the year 2019-20. The new ERP system comprehensively captures the college data. For the staff it has the following facilities:

Student Level Management, Academic reports, Reports of additional activities, Question paper Upload, File Storage, Question Bank, Internal Assessment, Uploading Course Materials, The ERP also has a Learning Management System included within it which helps in disseminating reading materials, Organize lesson plan, Conduct online tests, Announce assignments, Assign marks and provide feedback to students.

For the students the following facilities are available: Attendance management Receive reading materials, lesson plans,

assignments and grades. CIA Test,Provide feedback to the faculty,

Other upgrades in the IT facilities: The college can communicate to students through bulk SMS for any emergency announcements. Upgradation of College Website.

The IT facilities are redesigned and revamped at regular intervals to ensure seamless connectivity to the students and staff. The college takes suggestions and recommendations from the stakeholders for the necessary improvements and implements the same periodically.

The college can communicate to students through bulk SMS for any emergency announcements.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
1327	**221**

File Description	Documents
Upload any additional information	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	**No File Uploaded**
Upload any additional information	**No File Uploaded**

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre	A. All four of the above

Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
List of facilities for e-content development (Data Template)	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

6789398

File Description	Documents
Audited statements of accounts	**No File Uploaded**
Upload any additional information	[View File](#)

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

Response: The College has policies for maintaining and utilizing physical, academic and support facilities. The policies help in an effective utilization of college's infrastructure and resources.

Maintenance and utilization of Physical Resources

The College Building (Loyola Block and Xavier Block): A Maintenance Officer is responsible for the maintenance and utilization of the physical infrastructure. The Maintenance Office is assisted by the support staff comprising of attenders, janitors, electricians, gardeners and security staff. Whenever required, maintenance is also outsourced to outside agencies. Funds are set aside in the college budget for periodic maintenance of the infrastructure. A review of the physical infrastructure is conducted periodically and the necessary maintenance work is carried out.

Maintenance and Utilization of Academic and Support Facilities

Computer Lab: The Systems Administrator is responsible for the maintenance and utilization of the Computer Lab. The computer laboratory equipment is periodically serviced to ensure its efficiency.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

4

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

757

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga,	A. All of the above

**Physical fitness, Health and Hygiene)
Awareness of Trends in Technology**

File Description	Documents
Link to Institutional website	**Nil**
Details of capability development and schemes	View File
Any additional information	**No File Uploaded**

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

1327

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**
Upload any additional information	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

126

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

5.2.2 - Number of outgoing students progressing to higher education

21

File Description	Documents
Upload supporting data for students/alumni	**No File Uploaded**
Details of students who went for higher education	[View File](#)
Any additional information	**No File Uploaded**

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

7

File Description	Documents
Upload supporting data for students/alumni	[View File](#)
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

0

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Following the ideal of Jesuit education, the Student Council of St. Joseph's Evening College strives to journey with the youth. It is an accompaniment -with the student community- known as Cura Personalis care for entire person in order to encourage, support and challenge them to the fullest individual potential and draw the best out of them. The Student Council is to work in collaboration with the staff and management to imbibe the Vision,Mission and Core Values of the college among students. The Council aims to suggest and execute various programs to enhance the overall experience of the students.The Council comprises a group of nominated students to represent the student body who are chosen from the final year undergraduate programmes: BA, BBA, BCA, and B.Com.

A faculty member is appointed as the Student Governor who will facilitate the activities of the Student Council. The responsibility of the Student Council is to represent the concerns of the students, organize cultural, academic and sports programmes for the students. The council also takes the initiative in organizing programmes and activities directed towards the welfare of the student community.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

5.3.3 - Number of sports and cultural events / competitions organised by the institution

14

File Description	Documents
Report of the event	**No File Uploaded**
List of sports and cultural events / competitions organised per year	<u>View File</u>
Upload any additional information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

St. Joseph's Evening College Alumni Association (JECAA) is an active group of alumni that have graduated from and wish to continue to collaborate with their college. Alumni support has always been paramount in ensuring that the college continues to strive towards excellence. Support can be in various capacities, including financial support, expertise and skills.

JECAA is a vibrant part of campus life. The forum aims to bring together the alumni of the college, and to facilitate interactions between them, the management and the student body. It allows for the exchange of knowledge and skills between past and present students. It also helps past students keep in touch with their teachers and peers.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

09-02-2023 03:01:44

5.4.2 - Alumni's financial contribution during the year	E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

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

St. Joseph's Evening College (Autonomous), was established in 1882 as an educational initiative by the French Foreign Mission Fathers. In 1937, the management of the college was handed over to the Jesuits. St. Joseph's Evening College, affiliated to Bangalore University, was established as an independent college in 1972.

Currently, more than 1300 students are pursuing various UG, PG and Diploma courses at St. Joseph's Evening College.

SJEC's motto 'Fide et Labore' means 'Faith & Toil'. Faith gives commitment to God, to one's fellow man and to the society at large. Toil ignites the spirit of commitment, consistency, concern, collaboration and conviction to serve. Our vision is "To prepare men and women for the service of others, specially the poor, oppressed and marginalized"

OBJECTIVES:

To strive towards Academic Excellence

To focus on Character Formation

To inculcate a sense of Social Concern

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The head of the institution is the Principal, while the responsibilities pertaining to finance, management, and academics are decentralized.

The educational council and the leadership functions are vested with the Principal who has legitimate autonomy in academic matters. The Principal is supported by the Vice Principal, reported to by the various Heads of the Departments of relevant streams.

The Rector, who is also chairperson of the grievance body of SJEC, is the head of all the institutions under BJES.

The COE (Controller of Examination) is the authority who handles the process of conduct of examination, evaluation, and announcement of results and scheduling of supplementary examinations.

INSTITUTIONAL PROCEDURE

Employees are governed by the service rules of BJES. There is a transparent system of recruitment and promotion, which are as mentioned in the Higher education policy of BJES.

SJEC has nominated a teaching staff as placement coordinator whose functions are to coordinate with prospective employers and promote our students to be considered for suitable placements. They also draft the students and vacancy matrix from the respective streams for job opportunities, and oversee the selection process

File Description	Documents
Upload strategic plan and deployment documents on the website	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The Bangalore Jesuit Educational Society (BJES), the governing authority of St Joseph's Evening College, strategically plans the development process and implements it through numerous Jesuit works in identified areas. It initiated the 'Twinning Programme' to mobilise the BJES institutions to work for the development of the marginalised and the poor. It expresses social concern by implementing welfare measures.

VISION

To build an inclusive society of justice, equality, reconciliation and fraternity by transforming the individuals

MISSION

To educate and bring about a radical transformation of the society.

Priorities, Goals and Action Plan

The programme is planned and executed by a committee comprising of the Director, Principal, IQAC Coordinator and other staff members. Anekal and Manvi were identified for the programme.

It has a well structured action plan that details the priorities and goals of the programme.

Some are as below:

- ○ **To promote "human excellence" in our institutions through interactions and mutual sharing of resources.**
- ○ **Collaborate to conscientize and empower the target groups in**

   twinning centers
- ○ Enhance health, hygiene and emotional wellbeing.
- ○ Skill training for livelihood and employment
- ○ Caring for mother earth

Sharing of human and financial resources to educate and to empower people

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The President of BJES, the management head, and the Vice President guide in managerial, educational and other pursuits of the institution.

They are further supported by the Governing Body (GB) of the institution, chaired by the Rector (Vice President of BJES) and composed of members from the BJES, SJEC staff and other institutions, and nominees from UGC, Government and Bangalore University who evaluate the overall performance of the institution.

The Academic Council (AC) consists of the members of the management, Director, Principal, Vice Principal, Department Heads, University nominees, and alumni representatives, who review the academic performance of the institution. The BoS evaluates the teaching learning and evaluation methods and update the syllabus of different programmes.

The institution, headed by the Director, is supported by the Principal, Vice Principal, IQAC Coordinator, and Controller of Examinations. Respective department heads lead different departments with responsibilities distributed with the Course Coordinators.

The office staff includes superintendent, manager, office personnel, technical assistants and housekeeping staff.

Institutional Procedures:

Service rules consist of rules and regulations to govern the employees.

Appointments follow the standards set by the UGC, detailed in the Higher Education Policy of the BJES.

Grievance Redressal committees exist for staff and students.

File Description	Documents
Paste link to Organogram on the institution webpage	**Nil**
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	**B. Any three of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Documen	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Details of implementation of e-governance in areas of operation	[View File](#)
Any additional information	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Group Insurance -

Support Staff and Non-teaching staff - The management contributes 60% of the premium or Rs 6000 whichever is less.

Teaching staff - The management contributes 40% of the premium or Rs 4000 whichever is less

Education Support – concession on tuition fees to the children of the employees is provided. Reimbursement of fees and conveyance charges is provided to the faculty who attend conferences, seminars and academic workshops.

FDP & Doctoral Research: Teachers engaged in research work and other faculty development programs are:

Paid leave up to one year, subject to certain conditions.

Reduction in work load and relaxation in invigilation duty.

Leave up to six days for Viva-voce.

Seed money is given to economically and commercially viable research projects. Annual Recreation - staff recreation trips are organised annually

Staff Outreach Program - social outreach activities are arranged for staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

07

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

156

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Audit Practices

The institution has an Audit policy and auditing of accounts takes place in adherence to the policy. The institution conducts two financial audits annually:

1. Internal Audit: Internal Audit is carried out by a group of three professionals appointed by the BJES. The internal audit is usually carried out in the mid-academic year. The team checks whether the college is complying with statutory norms viz., deduction of TDS, payment of the sanctioned amount as salary and scrutiny of the asset registry of the institution. Any discrepancy or audit objections raised are immediately rectified and the team submits a confidential report to the President, BJES.

2. External Audit: The external audit is carried out at the end of the Academic Year and it includes audit of all the different units

of the Management. The Audit is carried out by a registered Auditing firm. The observations made by them are regularly complied with. There have been no major problems in the audits over the past seven years as the institution has been strictly following the best practices which has ensured transparency in all the transactions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

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

The major sources of funding mobilization of the Institution are

- Aided Teaching and Non-Teaching Faculties of the College salary received from State Government
- Autonomous Grants and Communities' College Grants received from the University
- Grants Commission (UGC) are earmarked funds for specific activities including academic development and infrastructural growth.
- Fees from the self- financed courses offered by the College
- Fees collected by conducting Certificate Courses, Diploma Programmes and Conferences
- Funds generated through consultancy for conducting Life skill classes.
- Funds are received as Scholarship from Government, Association, Trust and Private

- The College has a Sneha Fund to which contributions are made by students and faculty. It is used in case of medical emergencies for the Staff and Students.

The Optimal utilization of Resources

- The Budget is drafted annually in the month of February every year for the following year. This is drafted keeping in mind the increasing need of fund allocation in various areas of the institution.
- Funds are utilized for the development and maintenance of the infrastructure of the College.
- Funds are utilized for the Staff and Students welfare schemes.
- Enhancement of library facilities.
- Funds are utilized for Renovation of the Auditorium, Audio Vision Room, Campus, Classrooms, Labs and Faculty Rooms.
- Funds are utilized for Social service activities as part of Social responsibilities through AICUF, NSS and Outreach.

Funds are utilized for Grant-in-aid staff whose salaries are paid by the State Government.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Practice 1: Student Research: Institution had taken various initiatives to provide best possible facilities to create an environment that promotes the smooth progress and implementation of research work and projects by students.

All UG and PG final year students are required to engage with research and produce a dissertation/term paper/ research project/ research paper in partial requirement of their degree. To aid in this process, the college management has certain practices in

place.

Research committee is empowered to facilitate research activities for students, they are encouraged to attend state, national and international seminars, workshops, conferences.

All the final year students are expected to compulsorily undergo research methodology course and prepare research paper. BRM has been made a part of the curriculum for 2nd year B. Com students and 3rd year BBA students.

Outcomes: The students have won 'Best Paper' awards at seminars/conferences, they have participated in the conferences, and they have published the papers.

Practice 2: Faculty Development Programmes

Faculty Development Programs facilitate upgradation of knowledge, skills, and to bridge the gap between research and teaching skills required in HEIs.

At SJEC, the IQAC has organised various programs for faculty members. Some of the important topics covered include Institutional History, Culture, Teaching Methodology, Autonomy, NAAC, OBE, Research methodology, SWOC analysis, soft skills, and team building exercises.

Outcomes: The FDPs have increased efficiency and competence among the faculty.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The IQAC periodically evaluates the student performance and the teaching-learning methodology through its feedback mechanism. After evaluation of the feedback, the IQAC came up with a set of recommendations to improve learning outcomes.

Case Study 1: interactive learning is encouraged and followed by

teachers and every opportunity is provided to the students to participate in classes/lectures and are probed to interact with lecturers and learn through asking questions.

The Practice: Departments coordinates with the industry requirement and employability factors for students. It formulates syllabus based on the feedback. Once syllabus is formulated, independent modules are drawn and topics and subtopic are determined.

Case Study 2: Evolve student centric pedagogy

Context: It is based on learner centred education, broadly shifts focus of education from the teachers to the learner, by putting responsibility for the learning path in the hands of students by imparting the skills and also basis or schematic of how to learn different subjects in easier methods. This enables lifelong learning and independent problem solving. The teaching plans, delivery are aimed at student centric learning towards ease of learning, setting of simple achievable goals, which are reasonable. Projects based learning, problem based learning is followed at SJEC. Further industry visits, guest lectures are scheduled to make learning a fun and deriving knowledge through experiences sharing.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	B. Any 3 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	**Nil**
Upload e-copies of accreditations and certification	**No File Uploaded**
Upload details of quality assurance initiatives of the institution	<u>View File</u>
Upload any additional information	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Institution promotes gender equality among its stakeholders at various levels. Gender equality as a value is incorporated into the fabric of teaching and learning process and needless to say that the syllabus that is designed and delivered has this component at its core. The institution through its various associations and clubs organizes events on the theme gender equality. It invites eminent scholars and human rights activists to inspire our students and to instil in them a sense of equality and justice. In order to provide a safe and secure environment for its stake holders it has installed CC TV cameras. Apart from tending to the physical needs of students the institution has a well-furnished counselling centre and qualified counsellors to cater to the emotional need of the stake holders and deal with issues of gender insensitivity and discrimination. The wellness room and the first aid room are set up to ensure the wellness of students and to provide a safe and sound environment.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based	**C. Any 2 of the above**

energy conservation Use of LED bulbs/ power-efficient equipment

File Description	Documents
Geotagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

The institution has responsibly handled the management of waste. It has taken utmost care in playing its role promoting and upholding the harmonious relationship with nature by constantly Responsible institutions represent the main aspects of sustainable promotion of society. Waste management was never a challenge for SJEC.

Managing Solid Waste:

SJEC has been taking the hygiene as major factor in its First Steps. New students joining college are coached on Segregating the waste and educate them on concept of No Littering in Campus. Trashcans are placed where they are most required. Bins are coded with different colours representing different types of waste that must be collected, respectively. These wastes are disposed as per Govt. Schedule for Degradable waste collected and non-Degradable waste collection.

Managing Liquid Waste:

Liquid Waste are addressed with caution. Liquid waste is considered as the reason for any infection or bacterial disease spreading medium. This is the reason for Algae, Fungus and Weeds causing Infections. Sewage control is done with proper chemical application. Disinfectants are sprayed regularly. Pesticides are used for Pest control from Sewage. Sewage pipes are regularly checked and changed if required.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geotagged photographs of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | **C. Any 2 of the above**

File Description	Documents
Geotagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

| | **C. Any 2 of the above** |

File Description	Documents
Geotagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy undertaken by the institution

09-02-2023 03:01:45

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions/awards** 5. **Beyond the campus environmental promotional activities**	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.	**B. Any 3 of the above**

File Description	Documents
Geotagged photographs / videos of facilities	**No File Uploaded**
Policy documents and brochures on the support to be provided	**No File Uploaded**
Details of the software procured for providing assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The College has Harmony Club, the Harmony club observes and celebrates all the regional festivals and we have Prayer Hall for all religions in the College.

Tejas (Students Council), Outstation Association, and Literary and Debating Cell observes Cultural and linguistic diversities.

La-Storia (History Association), Social Science Association (Economics Association), Legal Literacy Cell (Political Science Association), Psych-ed (Psychology Association), Lead Club (Journalism Association), Commerce Forum, Vision Association (BBA Association), Entrepreneur Cell and Tecno-Freakies (BCA Association) observes communal, socio- economic and other diversities .

The Management organises every year in the month of December the Staff family get together.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

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 students need to learn life skills to become better leaders and handle their roles and responsibilities effectively. Finally, future leaders should be equipped with the knowledge of the society and analyze the social issues critically in order to come up with tangible solutions to provide a better society for our generation and the generations to come. 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.

Value Education: This programme is designed to emphasize the importance of leading a value-based life in today's world.

Social Reflection: This programme is designed to help students understand the various social evils in society such as human trafficking, poverty, gender discrimination, caste discrimination, etc.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized	A. All of the above

File Description	Documents
Code of Ethics - policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College has over 20 Clubs and Associations. These include, the Students' Council, All India Catholic University Federation, Schedule Caste and Schedule Tribe Forum, Women's Cell, Legal Literacy Cell, St. Joseph's Evening College Alumni Association, Outstation Association, Harmony Club, Literary and Debating Cell, Kannada Sangha, Hindi Parishad, Tamil Sangam, Les Franc – Adventurists, French Association, La-Storia (History Association), Social Science Association (Economics Association), Legal Literacy Cell (Political Science Association), Psych-ed (Psychology Association), Lead Club (Journalism Association), Commerce Forum, Vision Association (BBA Association), Entrepreneur Cell and Tecno-Freakies (BCA Association) The objective of these clubs and associations are to nurture sets of skills such as - leadership, organizing, managerial, technical, spiritual, interpersonal, communication and team building etc. This provides an avenue for students to explore and develop their skills and talents. These Clubs and Associations observe all the calendar of events

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	**No File Uploaded**
Geotagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice I

Title of the Practice:

Outreach Programme: Converging Campus and Community

Objectives:

- **Help students understand and reflect on social realities of our country**
- **Instill social conscience, responsibility and accountability towards the marginalized and oppressed**
- **Create space for students to put their creative bests and talents in developing poor and disadvantaged communities**
- **Promotion of 'College-Community' interaction and collaboration for mutual learning and contribute to building an inclusive society**

File Description	Documents
Best practices in the Institutional website	http://sjec.edu.in/pdf/BestPractices22.pdf
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

St. Joseph's Evening College is known for its value-based education and has always been a pioneer in adopting the best practices in the field of education, given that its target audience is the oppressed and the marginalized. The academic activities are customized to suit the students' requirements. As most of them are learning while earning, all non-academic activities are scheduled during holidays, disturbing the academic schedule to the minimum. Being Autonomous, the College has opportunities to be innovative in the curriculum aspects and to follow best practices in their implementation.

Academic Audit: we have a mechanism of collecting feedback from many of the stake-holders regarding its policies, curriculum, student progression, and campus life.

Feedback mechanism to evaluate the performance of teachers in the classroom and in the campus. Based on this feedback, necessary suggestions are made to the concerned teachers.

We offer Bridge Course at entry level to help students tide over a possible gap between the intellectual requirements that the courses may demand and their own abilities.

Students are encouraged to participate in the programmes highlighting the secular values of the country, citizens' rights and duties, and gender sensitization in order to make them socially sensitive.

File Description	Documents
Appropriate link in the institutional website	http://sjec.edu.in/pdf/7.3.1.pdf
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1) To conduct workshop for the UG and PG students on Research

2) To organize innovative faculty enrichment programs based on outcome based education

3) To establish research center

4) To strengthen on-going and outgoing placement

5) To introduce new courses at UG and PG level.

6) To establish Incubation center

7) To conduct various awareness programmes for the marginalized society for their betterment.