

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) FOR THE ACADEMIC YEAR  
(PERIOD) JUNE 1, 2017 TO MAY 31, 2018 SUBMITTED BY THE IQAC OF ST. JOSEPH'S  
EVENING COLLEGE (AUTONOMOUS)**

**Part – A**

**Data of the Institution**

**1. Name of the Institution: ST. JOSEPH'S EVENING COLLEGE (AUTONOMOUS)**

- Name of the Head of the institution : Fr. Maxim Dias, S. J
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no. : 080 -22297274
- Mobile no. : 9663718737
- Registered Email : mail@sjec.edu.in
- Alternate Email : principal@sjec.edu.in
- Address : No. 35, Museum Road,Bengaluru - 560 025
- City/Town : Bengaluru
- State/UT : Karnataka
- Pin Code : 560 025

**2. Institutional status:**

- Autonomous Status : Autonomous status was conferred on 7-10-2004
- Type of Institution: Co-education
- Location : Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
- Name of the IQAC Co-ordinator/Director: Dr. Kanishka K
- Phone no. /Alternate phone no. : 22211911
- Mobile: 9916855880
- IQAC e-mail address: kkanishka1976@gmail.com
- Alternate Email address: mail@sjec.edu.in

3. Website address: <http://www.sjec.edu.in>

4. Whether Academic Calendar prepared during the year: Yes

Whether it is uploaded in the Institutional website: Yes

#### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	3 star level	2	February 2002	From:12/2/2002 To: 28/3/2010
2 <sup>nd</sup>	B Grade	2.82	March 2010	From: 28/3/2010 To: 27/03/2015
3 <sup>rd</sup>	B++	2.89	2016	From: 16/09/2016 To: 15/09/2021

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

#### 7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Bridge Course on Language and Core/practical Subjects	June first week	500 ( All the first year UG students)
Mentoring	June to March (Throughout the academic year)	1166 students (All the students of the College)
Faculty enrichment programs	May (2017) to March (2018) (* One day is utilized on FEP spread for the AY)	52
IQAC internal audit of departments	March 2018	53

8. Provide the list of Special Status conferred by Central/ State Government-UGC.

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

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

10. No. of IQAC meetings held during the year: 8 IQAC meetings was held during the AY year 2017-18. The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.

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

12. Significant contributions made by IQAC during the current year

Some of significant contributions undertaken successfully during the AY 2017-18 are:

- Introduction of credits for Extra and Co-curricular activities and Choice Based Credit System,
- Conceptualized, designed, developed and implemented mentoring system
- Official placement center to facilitate on-going and out-going placement
- Introduction of NSS and Red Cross
- Introduction of E- Hall tickets and E- Feedback

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

SI No	Plan of Action	Achievements/ Outcome
1.	<p><b>Curricular Aspects:</b></p> <ul style="list-style-type: none"> <li>- Teaching plan</li> <li>-Faculty induction and development program</li> <li>-Choice based credit system</li> <li>-Diploma and certificate courses</li> <li>-Credits for extra and co-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>-All the departments implemented the teaching plan prescribed as per the IQAC template</li> <li>-Organized 10 FDP's:</li> <li>• <b>Induction Programme:</b> On Friday 26 May, 2017 induction Programme was organised for the newly recruited faculty.</li> <li>• <b>Seminar on Sexual Sensitization:</b> On 21st June 2017 seminar on Protocol on Sexual Abuse at St. Joseph's Evening College, A.V. Room for the Teaching and Non-Teaching staff member. The Resources Person was Bro. Philip and Fr. Praveen S.J.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Waste Segregation and Management:</b> On 5th July 2017 a one day workshop on Waste Segregation and Management was organised for the teaching staff members at A.V.Room and the resource person was Mr. Ishaan</li> <li>• <b>Relevance of Jesuit Philosophy and education:</b> On 13th to 15th July 2017, Fr. Prashant V Madtha S J, Finance Officer, St. Joseph’s College of Commerce delivered a talk on Philosophy of Jesuit Institution on 14th July 2017</li> <li>• <b>Session on Mentoring and Counseling:</b> On 13th July 2017, Session on Mentoring and Counseling was organized to understand the concept, relevance, process, scope and dynamics of mentoring and counseling. Ms. Gretta Furtado, Student Counsellor was the resource person.</li> <li>• <b>Orientation Programme on Jesuit Work Culture:</b> On 21st July 2017 Orientation Programme for the Non-Teaching Staff members was organised at A.V. Room. Fr. Edward and Fr. Rayan conducted the Orientation Programme.</li> <li>• <b>Talk on “College to Corporate transition”:</b> On 21<sup>st</sup> &amp; 22<sup>nd</sup> September 2017, a lecture on how to groom students for employability and equip them to prepare for a smooth and effective transition from college to corporate. The programme was facilitated by Mr. Sanjay Virnave, Country Manager, Acer Technologies Pvt Ltd</li> <li>• <b>Research Methodology:</b> A workshop on” how to prepare the quality research paper and how to write an effective research paper”</li> </ul>
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		<p>was organized for all teaching staff on 21<sup>st</sup> and 22<sup>nd</sup> September 2017. The workshop was facilitated by Mr. Shankar M Mepparambath.</p> <p>- Diploma in Human Rights, Diploma in Hardware &amp; Networking, Diploma in Hospital Administration and Diploma in Banking and Finance,</p> <p>- Certificate courses in Communicative English, Personal Financial Planning, Research Methodology and Integrated Course in Accounts, Maths and Statistics was organised</p> <p>-2 credits for extra and co-curricular activities</p>
2.	<p><b>Teaching-Learning:</b></p> <p>-Faculty enrichment programs</p> <p>-Student feedback on quality of teaching-learning process, class-room management, student mentoring</p> <p>-Self appraisal of all faculties was conducted bi-annually</p> <p>-HOD/Coordinator appraisal of teaching faculty</p> <p>-Teaching aids like laptop, internet facilities, overhead projectors, speakerphone was further enhanced</p> <p>-Remedial and academic mentoring for poor performers</p>	<p>-Organized FEP</p> <p>-Online students feedback was undertaken</p> <p>-Self appraisal for all faculty members was successfully completed</p> <p>-HOD/Coordinator appraisal was successfully completed</p> <p>-Technological aids were provided to faculty members to induce quality in teaching and enhanced learning outcomes</p>

<p>3.</p>	<p><b>Examination:</b></p> <ul style="list-style-type: none"> <li>-Result analysis and remedial coaching was organised</li> <li>- Student centric CIA process</li> <li>- E- Hall tickets and E- Feedback</li> <li>- Credits for activities</li> <li>- Orientation on examination process</li> </ul>	<ul style="list-style-type: none"> <li>- Remedial for slow learners was organised</li> <li>- Implementation of student centric CIA activities</li> <li>- Implementation of issue of e hall tickets and feedback</li> <li>- Implementation of credits for co-curricular and extracurricular activities ( Sports and outreach)</li> <li>- Orientation on invigilation, question paper setting and evaluation</li> </ul>
<p>4.</p>	<p><b>Research and Development:</b></p> <ul style="list-style-type: none"> <li>-Students were oriented and encouraged to participate, present and publish research papers at State/National/International conferences and workshops</li> <li>-Workshop on “ How to prepare and write quality research paper</li> <li>-Faculty members were oriented and encouraged to participate, present and publish research papers at State/National/International conferences and workshops</li> </ul>	<ul style="list-style-type: none"> <li>-Research skills short term course was organized</li> <li>-Compulsory term research paper for all final year students</li> <li>- Faculty research supervisors were oriented to train the students in research</li> <li>-Students participated and presented papers in the conferences</li> <li>- Faculty members participated, presented and published research papers</li> </ul>
<p>5.</p>	<p><b>Infrastructure and Learning Resources:</b></p> <ul style="list-style-type: none"> <li>-Upgradation of CCTV, Laptops, Desktop, Speakers, Microphone, Projectors, books, e-learning learning resources</li> <li>-Book bank facilities was offered</li> </ul>	<ul style="list-style-type: none"> <li>-Infrastructure and Learning Resources was upgraded</li> </ul>

6.	<p><b>Student Support and Development:</b></p> <ul style="list-style-type: none"> <li>-Orientation and refresher program for the students</li> <li>-Systematization of mentoring and individual follow-up</li> <li>- Financial assistance was meritorious and needy</li> <li>-Industry networking and exposure</li> <li>-UGC supported community college skill enhancement programs</li> <li>- Introduction of NSS, Red Cross</li> <li>-Daily newspaper reading and analysis</li> <li>-Introduction of placement center</li> </ul>	<ul style="list-style-type: none"> <li>-First year students were oriented on Institution History, Vision, Mission, Objectives, Autonomy, Examination, Discipline policy etc.</li> <li>- Mentoring manual and process was instituted</li> <li>-Financial scholarship for meritorious and needy was given</li> <li>- Guest lectures, industrial visits and conferences was organized in collaboration with corporates</li> <li>- NSS and Red cross</li> <li>- News reading and presentation was introduced to enhance language skills</li> <li>- On-going and out-going placement was facilitated</li> </ul>
7.	<p><b>Innovations and Best Practices</b></p> <ul style="list-style-type: none"> <li>-Expansion of community college with focus on skilling and employment</li> <li>-Job Placement - ongoing and outgoing <ul style="list-style-type: none"> <li>- Issue of online hall tickets and feedback</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>-Emphasis was given to induce technology, skilling, and employability (TSE) as a part continuous innovation and best practice</li> </ul>
8.	<p><b>Faculty enrichment programs</b></p>	<ul style="list-style-type: none"> <li>-Relevance of Jesuit Philosophy and education was organized</li> <li>- Mentoring and Counseling Session was organized to understand the concept, relevance, process, scope and dynamics of mentoring and counseling</li> <li>-Workshop on Waste Segregation and Management was organized</li> <li>-Seminar on Protocol on Sexual Abuse was organized</li> <li>-Orientation Programme on Jesuit Work Culture</li> </ul>

		- Jesuit lay collaboration (JESCOL) seminar
9.	<b>Documentation and Validation</b>  -Validation of action plan of department clubs/associations  -Validation of outcomes of department clubs/associations  -Validation of documentation for various programs/activities	-Successfully completed validation of departmental activities and documentation

14. Whether the AQAR was placed before statutory body?

Yes

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

No

16. Whether institutional data submitted to AISHE:

Year: 2017-18

Date of Submission: 26/02/2018

17. Does the Institution have Management Information System?

Yes, Institution has well established Management Information System and IT ERP –Pupil Pod to ensure overall academic and non-academic administration is managed effectively. Some of the components covered are:

- Admission – The Institution’s MIS admission modules helps in admission process of all UG and PG. The students of the institute are required to complete the admission formality by filling up online admission forms with all the academic and other information on the online form. The module helps in collecting the information of the academic admissions program wise and also helps in making merit list as per the institute norms.
- Fees Payment – Students can pay their annual tuition fee, exam fee and other fees using online mode.
- Administration – The data related to attendance of regular and temporary faculty are a part of this module which helps in monthly salary calculations.
- This module helps in vendor registration, tender procedure used for procurement of consumables and equipment’s, preparing comparative statements, preparing and placing orders and the necessary administrative approvals of the procurement.
- Academic Activities –The information related to the students roll numbers their course details and their other academic information are a part of this module.
- Time Table – Preparation and display of academic calendar and timetable.



- Attendance –Attendance module helps in recording online attendance of all lectures conducted for all programs. It enables to create the attendance shortage list of students who do not qualify minimum attendance requirement of the institution's
- Examinations – This module takes care of the exam activities in the form of seating arrangements of students with student registration numbers, numbering of answer scripts, bar coding and decoding of answer scripts collection and compilation of continuous evaluation marks, end semester marks and declaration of results using CGPA system.
- Leave Management – All faculty members of the institution apply for different types of leaves and information goes for necessary approval using MIS. It keeps a record of total number of leaves taken by the faculty throughout the year and the balance leave available.
- Accounts and Finance – Institution's accounts and finance conducts all its functions using accounts and finance modules.

### **Part-B**

<b>CRITERION I – CURRICULAR ASPECTS</b>			
<b>1.1 Curriculum Design and Development</b>			
1.1.1 Programmes for which syllabus revision was carried out during the Academic year			
<b>Name of programmes</b>	<b>Programme Code</b>	<b>Dates of revision</b>	
Bachelor of Arts in History, Economics and Political Science	BA 172	1st Jan 2018	
Bachelor of Arts in Journalism, Political Science, Sociology	BA 202	Jan 2018	
Bachelor of Arts in English, Journalism, Psychology	BA 316	Jan 2018	
Bachelors of Commerce	BC0172	Jan 2018	
Bachelors of Business Administration	BBA109	Jan 2018	
Bachelors of Computer Applications	BCA113	Jan 2018	
Masters of Commerce	MCOM114	Jan 2018	
Masters of English	MAENG115	Jan 2018	
1.1.2 Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year			
<b>Programme with Code</b>	<b>Date of Introduction</b>	<b>Course with Code</b>	<b>Date of Introduction</b>
Bachelor of Arts in History, Economics and Political Science –BA172	AY 2017-18 1/6/2017	-	AY 2017-18
Bachelor of Arts in Journalism, Political Science, Sociology –BA 202	AY 2017-18 1/6/2017	-	AY 2017-18

Bachelor of Arts English, Journalism , Psychology –BA 316	AY 2017-18 1/6/2017	-	AY 2017-18
Bachelors of Commerce- BC0172	AY 2017-18 1/6/2017	-	AY 2017-18
Bachelors of Business Administration - BBA109	AY 2017-18 1/6/2017	-	AY 2017-18
Bachelors of Computer Applications - BCA113	AY 2017-18 1/6/2017	-	AY 2017-18
Masters of Commerce - MCOM114	AY 2017-18 1/6/2017	-	AY 2017-18
Masters of English - MAENG115	AY 2017-18 1/6/2017	-	AY 2017-18
Information technology enabled services- CCDITES14	AY 2017-18 1/6/2017	CCDITES14	AY 2017-18 1/6/2017
Banking and Finance-CCDBAF17	AY 2017-18 1/6/2017	CCDBAF17	AY 2017-18 1/6/2017
Human Rights - DHR09	AY 2017-18 1/6/2017	DHR09	AY 2017-18 1/6/2017
Hardware and Networking -DHAN09	AY 2017-18 1/6/2017	DHAN09	AY 2017-18 1/6/2017

## 1.2 Academic Flexibility

### 1.2.1 New programmes/courses introduced during the Academic year

Programme/Course	Date of introduction
CBCS-Tourism management/Tourism in Karnataka (Dept. of History)	AY 2017-18 1/6/2017
CBCS-Economics of Hospitality (Dept. of Economics)	AY 2017-18 1/6/2017
CBCS-Peace Studies (Dept. of Political Science)	AY 2017-18 1/6/2017
CBCD-Life Skills (Dept. of Sociology)	AY 2017-18 1/6/2017
CBCS- Photography (Dept. of Journalism)	AY 2017-18 1/6/2017
CBCS-Positive Psychology (Dept. of Psychology)	AY 2017-18 1/6/2017
CBCS-Public Speaking (Dept. of English)	AY 2017-18 1/6/2017

Compensation Management (V Sem B.com)	AY 2017-18 1/6/2017
Knowledge Management (V Sem B.Com)	AY 2017-18 1/6/2017
Banking Operations (III Sem BBA)	AY 2017-18 1/6/2017
CBCS-Web Designing Dept. of BCA)	AY 2017-18 1/6/2017
CBCS-Adobe Illustrator (Dept. of BCA)	AY 2017-18 1/6/2017
CBCS-Adobe Video Pro (Dept. of BCA)	AY 2017-18 1/6/2017
Advertising Management (III Sem. M.Com)	AY 2017-18 1/6/2017
Services Marketing (III Sem. M.Com)	AY 2017-18 1/6/2017
CBCS-Communicative English(Dept. of English)	AY 2017-18 1/6/2017

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
1.BA - History, Economics and Political Science	6 UG Programs	2 PG Programs	2017-18 AY	<b>History</b> 1.Tourism in Karnataka 2.Tourism Management <b>Economics:</b> 3.Economics of Hospitality Industry 4. Health Economics <b>Political Science:</b> 5.Research methods in political science	
2.BA - Journalism, Political Science and Sociology			2017-18 AY		
3.BA - English, Journalism and Psychology			2017-18 AY		

				6.Indian Administration and E-Governance 7.Peace and Conflict Studies 8.Public Policy in India 9.Public Opinion and Survey Research 10.Computer Applications in Political Science <b>Psychology:</b> 11.Counseling Skills <b>Sociology:</b> 12.Life skills 13.Indian Society	
4. B.Com				1. Corporate Image Management 2. Principles of Events Management 3. Social Media Marketing 4. Tourism theory and Practice	<b>Income Tax</b>
5.BBA				1. Personality Development and Life Skills 2. Personal Financial Planning 3. Personal Financial Planning 4. Banking and Finance	
6.BCA				1. Quantitative Aptitude 2. Oracle 3. Cloud Computing 4. Computer Network 5. Web Designing <b>6.</b> Adobe Illustrator	
7.M.Com					
8.MA in English					Communicative English

### 1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Ignitors (Integral formation program and life skills), a three-day life skills programme for all the UG & PG students was organised on **13-15 July 2017**. The programme is an integral formation programme with the objective to ignite the fire of awareness in young minds on various issues like leadership, communication skills, writing skills, notions of law, caste & gender discrimination and so on. The program addressed the needs of the three levels of learning: head, heart and hands. It included sessions on: Faith formation for life, Skills training & development and Social analysis

Value added courses	Date of introduction	Number of students enrolled
Ignitors – Integral formation program and life skills	<b>13-15 July 2017</b>	1166

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Research Project (Dept. of BBA)	42
Term Research Paper (Dept. of B.COM)	144
Internship/Project (Dept. of BCA)	43
Term Research Paper (Dept. of Humanities HEP/JPS)	56
Dissertation M.COM	34
Dissertation MA English	11
Field Visits (II and III Sem of all Streams) Organised by Bembala-outreach	646
Rural Exposure (IV Sem of all Streams)	315
Field Visits-Ashok Leyland Hosur (Dept. of Commerce)	30
Field Visits – Brilliant Printers, Nellamangala (Dept. Journalism-II year BA JPS)	14
Field Visits – Lepakshi (Dept. of History)	43

### 1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution?

The College is constantly in dialogue with all its stake holders and seeks advice from senior faculties, University subject matter experts, Alumni, industry experts, in order to enhance quality of curriculum, teaching-learning and evaluation. Feedback on curricular aspects, quality classroom teaching-learning-

evaluation, class room management, student teacher rapport, subject expertise, mentoring is taken in order to validate the quality inputs of the faculty on subjects taught during the AY and their learners perception & satisfaction on the same is analysed. Besides, Student satisfaction survey and stake holder's opinion survey is administered on various aspects of institution such as curricular aspects, quality of teachers, teaching methodology, student support services, infrastructure facilities, placement activities, skill development programs, assessment system, examination, evaluation mechanism, announcement of results, overall institution environment.

Parent's feedback of undergraduate students' performance is obtained once a year in the parent's teacher association meeting. The placement department undertakes the obtainment of the feedback from the corporate industry partners of their view of the students placed with them. The faculty feedback obtained from the students are collated and forwarded to the principal. He gives constructive review of the feedback to each staff member personally. The College obtains student feedback twice in an academic year at the end of the semester. The data generated from these various feedback platforms are compiled by the Principal office and the action taken report is shared with the concerned stakeholders. Based on the stakeholder's feedback, following action are taken to improve overall performance

- Comprehensive Teaching Plan
- Remedial and Mentoring program
- Subject allotment based on specialization
- Student centric teaching Methodology and aids
- Orientation and training session on teaching methodology
- Circulating learner friendly notes
- Creative and innovative CIA activity

## **Criterion II -Teaching-Learning and Evaluation**

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

#### 2.1. 1 Demand Ratio during the year

<b>Name of the Programmes</b>	<b>Number of seats available</b>	<b>Number of applications received</b>	<b>Students Enrolled</b>
1.BA - History, Economics and Political Science	160	56	35
2. Bachelor of Arts in Journalism, Political Science, Sociology	50	40	34
3. Bachelor of Arts in English, Journalism, Psychology	60	55	32
4. B.Com	220	327	220
5.BBA	60	98	60

6.BCA	60	93	60
7.M.Com	40	64	40
8.MA in English	30	36	25
<b>8 Programs</b>	<b>680</b>	<b>769</b>	<b>506</b>

## 2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
AY 2017-18	1055	111	28	5	4

## 2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
53	53	Pupil Pod (LMS), Internet, Research Lab, PPT, Laptop	35	Nil	INFLIBNET /N-LIST

### 2.3.2 Students mentoring system available in the institution? Give details.

The core mission of Jesuit Education is to create an ambience where every student gets an opportunity to develop his personality holistically. The College makes all the necessary arrangements to engage all the students through mentoring. Mentors ensure that all mentees are inculcated with positives attitude, domain knowledge, varied skills and societal values. The mentoring relationship is built on mutual trust, respect, and communication, and involves both parties meeting regularly to exchange ideas, discuss progress and set goals for further development. Therefore, the objective is to strengthen and enhance thinking (head), emotional (heart) and kinaesthetic (hand) skills.

The core objectives of mentoring are

1. To create a conducive and productive learning environment
2. To balance personal-professional and academic priorities

3. To provide support which enhances academic outcomes
4. To appraise the academic and non-academic gaps and outcomes
5. To reduce uncertainty, stress and anxiety

### **The mentoring process is as follows**

#### **1. Planning Stage**

- a) **Step one:** The College has to constitute a core mentoring team comprising of senior most faculty members and headed by a coordinator. The coordinator shall be appointed by rotation among the senior faculty members.
- b) **Step two:** The core team should annually undergo mentoring training program offered/conducted by the expert/reputed organizations/institutes
- c) **Step three:** Preparation of mentors list department wise and allocation of mentees to each mentor by the head of the respective department. The department head has to take the overall responsibility of planning, organizing, coordinating, implementing and supervising the entire process. In exceptional cases, where the HOD is entrusted with additional college level responsibility, HOD can appoint senior most faculty with the consent of principal/director to act on behalf of HOD.
- d) **Step four:** The coordinator and core mentoring team should organize comprehensive orientation and training for selected mentors. The team should focus on the concept, scope, method, process, goals and expected outcome

#### **2. Implementation Stage**

- e) **Step one:** Head of the department/coordinator should organise mentoring orientation program during the beginning of odd and even semester (first week of the college) along with the mentors and mentees. The orientation shall focus on concept, scope, method, process, goals and expected outcome of mentoring program. The calendar of mentoring events should be announced along with allotment of mentors their respective mentees.
- a) **Step two:** The mentors are expected to meet all the allotted mentees regularly during 4:00 to 5:00 pm or as per the scheduled appointment. The deliberation of the meeting should be recorded in the mentor's hand book and get the mentees signature.
- b) **Step three:** Head of the department/coordinator should organise midterm meeting with the mentors for validation of expected outcome. The meeting should be attended compulsorily by the IQAC coordinator, principal, vice principal and director. The proceeding of the meeting shall be recorded by the one of the department members and uploaded on the website
- c) **Step four:** Core mentoring committee shall call for the general staff meeting two weeks prior to scheduled college mentoring day to prepare a comprehensive action plan. The key areas to be included in the action plan are: D/D/T/M/Y, budget, venues, logistics, communication, special lectures, refreshment for parents, undertaking letter from students, result analyses, mentoring hand book updation etc.

#### **3. Evaluation Stage**

- a) **Step one:** The core mentoring along with the HOD/Coordinator should ensure that planning and implementation is in adherence to the expected standards
- b) **Step two:** The core mentoring along with the HOD/Coordinator should valid all periodically recorded documents on a scheduled date and check for 4 Cs - completeness, compliance, conformity, consistency. Any deviation shall be checked, recorded, communicated and rectified



immediately to the concerned department/mentor. The validation meeting shall be organised after mentoring day and 15 days before the closure of semester.

**c) Step three:** The core mentoring team should formulate a quantitative mentoring feedback form and same shall be administered to the mentees at the end of the mentoring day.

**d) Step four:** The feedback form should be collected, compiled, analyzed, interpreted and recommendations for necessary changes if any

#### 4. Follow-up Stage

**a) Step one:** The core mentoring team should record all the major observations, expectation gap of mentees, process deviations and plan for necessary remedial measures.

**b) Step two:** HOD/Coordinator along mentors should identify deserving mentees needs like financial, emotional and academic support requirements and recommend on case to case to meet respective authorities (Counsellors, Vice principal, Principal and Director). This recommendations should be done in the prescribed format signed by the HOD, mentors and approving authority

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1166	53	22 students /mentees are to each mentor

#### 2.4 Teacher Profile and Quality

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

No. of sanctioned positions	No. of filled positions (By the Mgmt.)	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
53	10	Nil	10	12

##### 2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

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

#### 2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
BA (HEP, JPS,EJP)	BA 172 BA 202 BA 316	I	17.10.2017	03.11.2017
B.COM	BC0172	I	17.10.2017	03.11.2017
BBA	BBA109	I	17.10.2017	03.11.2017
BCA	BCA113	I	17.10.2017	03.11.2017

M.COM	MCOM114	I	16.10.2017	03.11.2017
MA - English	MAENG115	I	11.10.2017	03.11.2017
BA (HEP, JPS,EJP)	BA 172 BA 202 BA 316	III	12.10.2017	03.11.2017
B.COM	BC0172	III	14.10.2017	03.11.2017
BBA	BBA109	III	14.10.2017	03.11.2017
BCA	BCA113	III	14.10.2017	03.11.2017
M.COM	MCOM114	III	12.10.2017	03.11.2017
MA - English	MAENG115	III	14.10.2017	03.11.2017
BA (HEP, JPS,EJP)	BA 172 BA 202 BA 316	V	14.10.2017	03.11.2017
B.COM	BC0172	V	14.10.2017	03.11.2017
BBA	BBA109	V	14.10.2017	03.11.2017
BCA	BCA113	V	14.10.2017	03.11.2017
BA (HEP, JPS,EJP)	BA 172 BA 202 BA 316	II	11.04.2018	08.05.2018
B.COM	BC0172	II	11.04.2018	08.05.2018
BBA	BBA109	II	11.04.2018	08.05.2018
BCA	BCA113	II	11.04.2018	08.05.2018
M.COM	MCOM114	II	11.04.2018	08.05.2018
MA - English	MAENG115	II	09.04.2018	08.05.2018
BA (HEP, JPS,EJP)	BA 172 BA 202 BA 316	IV	12.04.2018	08.05.2018
B.COM	BC0172	IV	12.04.2018	08.05.2018
BBA	BBA109	IV	12.04.2018	08.05.2018
BCA	BCA113	IV	12.04.2018	08.05.2018
M.COM	MCOM114	IV	10.04.2018	08.05.2018
MA - English	MAENG115	IV	10.04.2018	08.05.2018
BA (HEP, JPS,EJP)	BA 172 BA 202 BA 316	VI	10.04.2018	08.05.2018
B.COM	BC0172	VI	10.04.2018	08.05.2018
BBA	BBA109	VI	10.04.2018	08.05.2018
BCA	BCA113	VI	10.04.2018	08.05.2018

2.5.2 Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year <i>*Do not include re-evaluation/ re-totalling</i>				
Number of complaints or grievances about evaluation		Total number of students appeared in the examination		Percentage
NIL		1100		NIL
<b>2.6 Student Performance and Learning Outcomes</b>				
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution Vision, Mission, Objectives of respective departments are uploaded on website.				
2.6.2 Pass percentage of students				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final Semester /year examination	Pass Percentage
BA 172	BA	31	18	58
BA 202	BA	25	20	80
BC0172	B.COM	144	110	76
BBA109	BBA	42	29	69
BCA113	BCA	43	29	67
MCOM114	M.COM	34	34	100
MAENG115	M.A.	11	11	100
<b>2.7 Student Satisfaction Survey</b>				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance Students satisfaction survey (SSS) covering curricular, faculty profile, teaching methodology, learning resources, examination, evaluation, infrastructure, student support services and all aspects pertaining to institution was administered and feedback for the same is elicited. Feedback of the students was systematically analysed and the key recommendations were considered and pursued				
<b>CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION</b>				
<b>3.1 Promotion of Research and Facilities</b>				
3.1.1 The institution provides seed money to its teachers for research, The institution provides seed money to its teachers for research. Faculty members have not utilized the funds for this academic year.				

Name of the teacher getting seed money	The amount of seed money	Year of receiving grant	Duration of the grant	
Nil	Nil	Nil	Nil	
3.1.2 Teachers awarded National/International fellowship for advanced studies/ research during the year				
	Name of the teacher awarded the fellowship	Name of the Award	Date of Award	Awarding Agency
National	Nil	Nil	Nil	Nil
International	Nil	Nil	Nil	Nil
<b>3.2 Resource Mobilization for Research</b>				
3.2.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the year
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored Projects	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students Research Projects ( <i>other than compulsory by the College</i> )	Nil	Nil	Nil	Nil
International Projects	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil
3.2.2 Number of ongoing research projects per teacher funded by government and non-government agencies during the years				
Nil				
<b>3.3 Innovation Ecosystem</b>				
3.3.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				

Title of Workshop/Seminar	Name of the Dept.	Date(s)		
Nil	Nil	Nil		
<b>3.3.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year</b>				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	Nil
<b>3.3.3 No. of Incubation centre created, start-ups incubated on campus during the year</b>				
Incubation Centre	Name	Sponsored by		
Nil	Nil	Nil		
Name of the Start-up	Nature of Start-up	Date of commencement		
Nil	Nil	Nil		
<b>3.4 Research Publications and Awards</b>				
<b>3.4.1 Ph. Ds awarded during the year</b>				
Name of the Department	No. of Ph. Ds Awarded			
Department of Commerce	1			
Department of Political Science	1			
<b>3.4.2 Research Publications in the Journals notified on UGC website during the year</b>				
	Department	No. of Publication	Average Impact Factor, if any	
National / International	<b>Political Science</b>	1	-	
	<b>English</b>	2	-	
	<b>Commerce</b>	6	-	
	<b>BBA</b>	10	-	
	<b>BCA</b>	7	-	
<b>3.4.3 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year</b>				
Department	No. of publication			
<b>English</b>	3			
<b>Commerce</b>	1			
<b>BBA</b>	2			
<b>3.4.4 Patents published/awarded during the year</b>				
Patent Details	Patent status <b>Published/ Filed</b>	Patent Number	Date of Award	
NIL	NIL	NIL	NIL	

3.4.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
3.4.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
3.4.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level	National level	State level	Local level		
Attended Seminars/ Workshops	13	46	24	17		
Presented papers	4	11	2	NIL		
Resource Persons	3	-	1	5		
3.5 Consultancy						
3.5.1 Revenue generated from Consultancy during the year						
Name of the Consultant(s) department	Name of Consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)			
<b>BBA</b>	<b>National Seminar</b>	<b>Sponsoring/ Registration Fee</b>	<b>Rs. 1,50,100.00</b>			
<b>BCA</b>	<b>BCA FEST</b>	<b>Sponsoring/ Registration Fee</b>	<b>1,46,918.00</b>			
3.5.2 Revenue generated from Corporate Training by the institution during the year						
Name of the Consultant(s) & Department	Title of the	Agency seeking training	Revenue generated (amount in rupees)	Number of trainees		
<b>Political Science</b>	<b>Human Rights Studies</b>	<b>SICHEM</b>	<b>3,54,750/-</b>	137		

<b>Commerce</b>	<b>Soft Skills</b>	<b>Career Ready Consultants</b>	<b>23,607/-</b>	33
<b>Commerce</b>	<b>Tally</b>	<b>NICT</b>	<b>46,800/-</b>	20
<b>Journalism</b>	<b>Anish Joseph</b>	<b>Alumni</b>	<b>22,500/-</b>	10

### 3.6 Extension Activities

3.6.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year. Over 16 socially relevant events were organised to conscientize all the stakeholders and letters of appreciation for the same was received from Bangalore Traffic police, Organisation for Rare Diseases, KR Puram Residents Association, BBMP, Department of Public Instruction (Govt. of Karnataka), Ashu Shah Cancer Foundation and Sisters of Charity.

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated in such activities	Number of students participated in such activities
Bembala Traffic Awareness	NSS, - Traffic Awareness with Bangalore Traffic police	9	120
Rally for Rare Diseases	NSS, AICUF, with IQVIA	12	600
Rally -Lake Awareness Programme	AICUF, NSS, Mahadevapura Lake with KR Puram Residents Association	6	80
Namma Vision: Swacchate on Kasa gone'- Cleanliness Drive- Swacchate ambassadors	NSS, AICUF, The Good Quest Foundation	9	230
Walkathon for World Cancer day	AICUF, NSS, Dr. Ashu Shah, Ashu Shah Cancer Foundation	9	400
Rural Exposure camp	NSS, AICUF, Rural camp - Solur - Ramanagara District, Horballe	12	220
Rural Exposure camp	NSS, AICUF, Rural camp – Raichur Manvi	3	60

Blood Donation Camp	National Institute of Mental Health and Neuro Science Kidwai Memorial Institute of Oncology	3	177
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3.6.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
1. Blood Donation camp 2. Bembala Traffic Awareness 3. Rally for Rare Diseases 4. Rally -Lake Awareness Programme 5. Namma Vision: Swacchate on Kasa gone'- Cleanliness Drive- Swacchate ambassadors 6. Walkathon for World Cancer day 7. Rural Exposure camp	Certificate and Mementos received in recognition for organizing socially relevant events to conscientize all the stakeholders and bringing significant social awareness, enrichment and empowerment among stakeholders	1. Bangalore Traffic police 2. Organisation for Rare Diseases 3. KR Puram Residents Association, BBMP 4. Department of Public Instruction (Govt. of Karnataka) 5. Ashu Shah Cancer Foundation 6. Sisters of Charity. 7. National Institute of Mental Health and Neuro Science 8. Kidwai Memorial Institute of Oncology	1250 students

3.6.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers <b>co-ordinated</b> such activities	Number of students participated in such activities
Outreach Program- Bembala	1. Bangalore Traffic police	1. Blood Donation camp	31	1250students



	2. Organisation for Rare Diseases 3. KR Puram Residents Association, BBMP 4. Department of Public Instruction (Govt. of Karnataka), 5. Ashu Shah Cancer Foundation 6. Sisters of Charity. 7. National Institute of Mental Health and Neuro Science Kidwai Memorial Institute of Oncology	2. Bembala Traffic Awareness 3. Rally for Rare Diseases 4. Rally -Lake Awareness Programme 5. Namma Vision: Swacchate on Kasa gone'- Cleanliness Drive- Swacchate ambassadors 6. Walkathon for World Cancer day 7. Rural Exposure camp		
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### 3.7 Collaborations

#### 3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
Human Rights Studies Certificate program in collaboration with South India Cell for Human Rights Education and Monitoring (SICHREM),	137 students from local, state, national and international level participated in the program	Self-financed	One year
Tally program	Final year B.com students participated in the program	Self-financed	6 months

Soft Skills & Corporate readiness	Corpversity organised Soft Skills & Corporate readiness program	Self-financed	One week	
Student research activity	38 BBA students	Self-financed	3 months	
3.7.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration	participant
Research Project and Field Visit (Dept. of BBA)	Research Project and Field Visit	BJES	3 Months	42
Term Research Paper (Dept. of B.COM)	Term Research Paper	SJEC	3 Months	144
Internship/Project (Dept. of BCA)	Internship/Project	SJEC	3 Months	43
Term Research Paper (Dept. of Humanities HEP/JPS)	Term Research Paper	SJEC	3 Months	56
Teaching Practice (MA English)	Teaching Practice	SJEC	35 Hours	11
Teaching Practice (M.Com)	Teaching Practice	SJEC	16 Hours	34
Dissertation M.COM	Dissertation	SJEC	3 Months	34
Dissertation MA English	Dissertation	SJEC	3 Months	11
Field Visits (II and III Semester of all Streams) Organised by Bembala-outreach	Field Visits	BJES	4 Days	646
Rural Exposure (IV Sem of all Streams)	Rural Exposure	BJES	3 Days	315

Field Visits-Ashok Leyland Hosur (Dept. of Commerce)	Field Visits-Ashok Leyland Hosur	Ashok Leyland Hosur	One Day	30
Field Visits – Brilliant Printers, Nellamangala (Dept. Journalism-II year BA JPS)	Field Visits – Brilliant Printers, Nellamangala	Brilliant Printers	One day	14
Field Visits – Lepakshi (Dept. of History)	Field Visits – Lepakshi	Lepakshi	3 Days	43

3.7.3 MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
SICHREM	14/2/2018	Human Rights Course	3 Teachers /137
NICT	2017- 18	Tally	20 students / 2 faculty
Corporate Ready	2017-18	Corporate Skill	33 Students / 2 faculty

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

##### **4.1 Physical Facilities**

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
12,00,000	1289582

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	<b>3,75,472 sq.ft.,</b>	Nil
Class rooms	28	Nil
Laboratories	5	Nil
Seminar Halls	2	Nil
Classrooms with LCD facilities	28	Nil
Classrooms with Wi-Fi/ LAN	28	Nil
Seminar halls with ICT facilities	2	Nil
Video Centre	Nil	Nil
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	30 Computers	Nil

Value of the equipment purchased during the year (Rs. in Lakhs)	10,77,399	Nil
Others	1 Projector Screen Rs. 10550/-	Nil

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Environment LIBSOFT	Partially	9.8.0	2008

#### 4.2.1 Library Services:

	Existing (31 <sup>st</sup> March 2017)		Newly added (2017-18)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22395	3009707	396	162397	22240 (551 books discarded)	3172104
Reference Books	1090	191510	6	2952	1096	194462
e-Books	Inflibnet (Nlist)	5500	-	-	Inflibnet (Nlist)	5500
Journals	-	-	-	-	-	-
e-Journals	Inflibnet (Nlist)	5500	-	-	Inflibnet (Nlist)	5500
Digital Database	1	-	-	-	1	-
CD & Video	66	15664	-	-	66	15664
Library automation	-	-	-	-	-	-
Weeding (Hard & Soft)	4506	142116	551	33136.92	5057	175252.9

Others (specify)	-	-	-	-	-	-
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4.2.2 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
<ol style="list-style-type: none"> <li>1. Prof. Jane D'Souza</li> <li>2. Dr. Paul Newman</li> <li>3. Dr. H. Nagaraj</li> <li>4. Prof. Joy Alex</li> <li>5. Mr. Diwakar P</li> <li>6. Mr. Gulab T Salian</li> <li>7. Mrs. Nargees Fathima</li> <li>8. Mr. Jerrin Chandan S</li> <li>9. Ms. V Roseline Victoria</li> <li>10. Dr. Cherian Alexander</li> <li>11. Dr. Ethien Rasendran</li> <li>12. Dr. R. Rajaram</li> <li>13. Mr. Vinay</li> <li>14. Mr. H. V. Thyagaraj</li> <li>15. Mrs. Emelia Theresa D</li> <li>16. Dr. Christopher Hoskins</li> <li>17. Mr. Albert Joseph Smith</li> <li>18. Mr. Prashanth Kumar</li> <li>19. Sr. Saly Joseph</li> <li>20. Mr. Dav Fod</li> <li>21. Mr. John Paul</li> <li>22. Sr. Gladis Leena M.J.</li> <li>23. Mr. B.B. Paul Raj</li> <li>24. Fr. Jason Furtado, S.J</li> <li>25. Mr. John Bosco</li> <li>26. Mrs. Priya S</li> <li>27. Mr. S. Srinivasa Rao</li> <li>28. Mrs. A. V. Namrutha Sree</li> <li>29. Mr. Sridhar L S</li> <li>30. Ms. Shruthi J</li> <li>31. Mr. Charles Ambrose A</li> <li>32. Mr. Joswin Prince Rodrigues</li> <li>33. Mr. Cyril</li> </ol>	<p>As a part of learning management system all the teaching faculty members were given autonomy to conceptualize, design, develop and implement e learning content in the form of PPT / Videos/ Word/PDF and same was also uploaded in LMS platform of our institution to make teaching-learning student centric</p>	<p>Learning Management System –Pupil Pod</p>	<p>Academic Year 2017-18</p>

34. Dr.K. Kanishka 35. Mr.Mohammed Umair 36. Ms. Maria Samantha J 37. Mr. Leo Gladwin L 38. Dr. Sumangala J. K 39. Mr. Ramesh Babu Grandhi 40. Mr.Prakash.K 41. Mrs. Annie Syrien 42. Mr. John Paul 43. Mr. Amal Raj X 44. Ms. Amrin S 45. Mr. Prasad 46. Ms. Rachel Deepika Solomon			
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### 4.3 IT Infrastructure

#### 4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	181	160	500 MBPS – BSNL	1	4	14	7	500 MBPS	
Added	30								
Total	181	160	500 MBPS – BSNL	1	4	14	7	500 MBPS	

#### 4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

BSNL500 MBPS - MBPS /GBPS

#### 4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

### 4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

79,25,000	78,34,898.8	22,00,000	5,95,811
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4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words)

The institution has a well-defined policy to establish, maintain and enhance various infrastructure procedures and process for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms to facilitate effective teaching-learning-evaluation 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. Separate maintenance manager and staff is dedicated for the upkeep and upgrade infrastructure facilities

### **CRITERION V - STUDENT SUPPORT AND PROGRESSION**

#### **5.1 Student Support**

##### **5.1.1 Scholarships and Financial Support**

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Sneha Fund and Snacks scheme	<b>17</b>	<b>Rs.1,27,940</b>
	Free snacks scheme (Rector's Evening Snacks Scheme)	<b>165</b>	<b>Rs. 4,67,265</b>
	Fee concession, merit scholarship and private sponsorship	<b>421</b>	<b>20,70,550/-</b>
	Government Scholarship	<b>3</b>	<b>Rs. 39,600/-</b>

##### **Financial support from other sources**

a) National	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
b) International	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Counselling	First week of June to March 31, 2018	200	Department of Psychology
Remedial Classes	2017-18	Slow learners of respective subjects (113 Students)	Department / Subject teachers

Bridge course	First and Second week of June 2017	450 students (All the first years )	Faculty members teaching respective subjects monitored by coordinator		
Ignitors – Integral life skills integral formation program	From 13 to 15th July 2017	1166	Karnataka Jesuit Educational Society		
Leadership capacity building program	18th June 2017 for all the students' council representatives at Soluru.	105 students and five staff members participated.	Mr. Elango Stanislaus, Skill Trainer, Bangalore University, Dept. of Sociology, was the Resources Person.		
Rural exposure camp	2nd to 7th November 2017,	I year M.Com and M.A students was organized at Sindagi Taluk, Bijapur District, Karnataka 57 participated in the camp.	Outreach team		
Writing Skills	13th July 2017	450 students	The department of English organized one day workshop on Writing Skills by Dr. Rafiulla Baig (A handwriting Analyst and Grapho – Therapist) for first year degree students		
Retreat (Reflection)	9th July 2017	137	Campus Ministry		
Holistic development	2017-18	1000 students ( Entire College gets an opportunity to participate in over 15 clubs and association)	Student council		
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed



		Competitive examination			
2017-18	Competitive examination coaching	450	450	1	262 ( on-going and outgoing placement

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

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

## 5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus		Off Campus	
Name of Organizations Visited	Number of Students Placed	Number of Students Participated	Number of Students Placed
Service Net Technologies	2	262	114
St. Anne's Educational Society	1		
Tarnea	8		
GVM Info Tech	7		
Nightingales	8		
Crystal Systems	10		
Private Eye Limited	8		
Jargon Solutions	8		
S R Associates	6		
HM Suites and Studios	9		
Gurukul Educational Trust	1		
<b>Total</b>	<b>68</b>		

5.2.2 Student progression to higher education in percentage during the year :  $20/345= 13\%$

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	44	BA (HEP)	Humanities	KLE College	B.Ed.
		BA ( JPS)	Humanities	SJEC	MA LLB
		B.Com	Commerce	SJCC	CA, M.Com. & MBA

				SJMBA	
		BBA	Business Administration	SJCC SJMBA	M.Com. & MBA
		BCA	Computer Application	IGONU University	MCA
		MA in English	English	Goa University	B.Ed.

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

Items	No. of Students <b>selected/qualifying</b>	Registration number/roll number for the exam
NET	NIL	NIL
SET	NIL	NIL
SLET	One	16SJEM008
GATE	NIL	NIL
GMAT	NIL	NIL
CAT	NIL	NIL
GRE	NIL	NIL
TOFEL	NIL	NIL
Civil Services	NIL	NIL
State Government Services	NIL	NIL
Any Other	NIL	NIL

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

Activity	Level	Participants
Intra-Collegiate Fest - TEJAS	College Level	500 Participants
Inter-Collegiate Ado-fiesta	Inter-College	300 Participants
Intra-College Competition	College Level	300 Participants
Annul Sports Meet	College Level	1000 students

### 5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
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15th to 18th February, 2018	Silver medal and certificate by the Vice Chancellor of the institution.	Bodybuilding competition in 'RIVIERA' an International Sports and Cultural Carnival held at Vellore Institute of Technology	Yes	Yes	BBA  III Year BBA	<b>Mr. James Joseph</b>  <b>15SJE827</b>
1st to 6th February, 2018	Silver medal for under 56kg category	National jujitsu (kick boxing) championship	Yes	Nil	BBA  II BBA	Mr. Shodhan N  16SJE824
2017-18	Secured Gold medal	Inter-state Boxing Championship	yes	Nil	B.Com  II Year	<b>Mr. Vetrivel V</b>  16SJE238

**5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution**

Student council plays a pivotal role in realizing vision, mission and objectives of institution. The objective of constituting student council is to involve student body in the curricular, co-curricular and extra-curricular activities. Student council comprises of class representatives, secretaries of various clubs/associations and office bearers. These members are elected and nominated by the institution for the period of one year. The student council is managed by a band of competent faculty members under the leadership of student council governor (SCG). The student council activity commences with the oath taking ceremony during the beginning of the AY (June) and ends with symbolic handing over ceremony during the end of the AY (March). Student's council is engaged in offering leadership and service at Class level, Department level, Inter-department level, College level and Inter-collegiate level adding value to all activities.

**5.3 Alumni Engagement**

5.3.1 Whether the institution has registered Alumni Association?

Yes

5.3.2 No. of registered Alumni:

3682

5.3.3 Alumni contribution during the year (in Rupees) :

36,200 (Thirty Six thousand Two hundred )

#### 5.3.4 Meetings/activities organized by Alumni Association :

Alumni Association has played a significant role towards the growth and development of the college. Periodic Alumnus meetings were 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, , Ignitors Programme etc. Besides, it has facilitated placement activities for the employment seekers and also extended financial support to the students. On 6th August 2017, JECAA day (Alumni Association) was celebrated with the theme, “Alumni home coming day”. Around 200 students participated in the event. Besides, the department of Journalism, Commerce, BBA, and BCA have also organised Alumni meeting during month of October 2017.

### **CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### **6.1 Institutional Vision and Leadership**

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

**Staff collaboration:** Heads of Departments and Staff members are the members of the Governing Council, Academic Council, BOS, IQAC are fully responsible and involved in decision making and execution of the programs of the College. There has been major delegation and decentralization of academic and administrative functions by constituting various committees, both statutory and non-statutory, for ensuring transparency and greater participation of the staff members for the smooth functioning of the institution. The various committees established include the Planning and Evaluation Committee, Admission Committee, Student Welfare Committee, Examination Committee, Examination Grievance Redressal Committee and Library Committee. Various committees, both statutory and non-statutory have been constituted for carrying out smoothly the various tasks of the Institution through formulation of policies and implementation. The meetings of these committees are held at regular intervals during an academic year and whenever a need arises. These committees consist of the Staff members who formulate the policies, make decisions and carry out their implementation. These committees also have student representatives to ensure students’ participation in decision-making. Adequate representation to Staff on the various committees reflects a participatory mode of governance. The Staff meetings are held at least once a month where important deliberations relating to finance, infrastructure, faculty, academic research, and examinations take place and decisions eventually made. All staff members are encouraged to brainstorm their ideas and suggestions in order to arrive at important decisions. During the Staff Meetings, the Staff are also encouraged to offer constructive criticism and suggest corrective action if necessary.

**Student council:** Student Council has played a pivotal role in organizing various curricular, co-curricular and extra-curricular activities in the college. The Student council consists of the class, cultural, sports and association representatives. The student council activities were coordinated by the faculty coordinators of the student council. These representatives were constantly motivated by the faculty coordinators to organize various activities. This year the student council was extremely active and vibrant. Over ten major activities were organized this academic year, out of which, two major inter-collegiate and two intra-collegiate events were the most important ones. The student council members and faculty coordinators are heartily appreciated for having selflessly contributed in building a healthy and spirited comradely.

6.1.2 Does the institution have a Management Information System (MIS)?

**Yes,** Institution has established multi-featured IT ERP - Pupil pod for facilitating admissions, academic inputs, attendance, examination, evaluation and results

## **6.2 Strategy Development and Deployment**

6.2.1 Quality improvement strategies adopted by the institution for each of the following

**Curriculum Development:** The curriculum design and structure is reviewed regularly at three levels - Departmental, Board of Studies and Academic Council. While the department concerned decides on the broad content and syllabi structure, the Board of Studies approves the syllabi with changes, if any. Every Board of Studies consists of subject experts chosen/nominated from other Colleges/University, and the co-opted members are nominated from corporate / alumni. The Board also decides on the content and structure of the syllabi, pattern of question papers, panel of examiners, method of valuation etc. The Academic Council gives broad guidelines in these areas and approves the decisions of the Board of Studies. Regular feedback mechanism is in place in the College to get the opinion of the stake holders namely, students, faculty, parents, alumni and in some cases the employers as well. Every department reviews the content of the syllabus vis-à-vis the developments in the area concerned. Autonomy has given the scope to explore an innovative and flexible syllabus. Every department reviews and updates the syllabus regularly. Once in three to five years, the entire syllabus is revamped and is put under a new scheme.

**Teaching and Learning:** The College is endowed with a band of qualified, experienced, dedicated, competent and motivated teachers, who are passionate about their profession, and take special care of students who enter the classroom directly from their office. Hence, teaching is more a vocation than a profession. The management is keen on recruiting quality staff. Though much of the teaching takes place through conventional methods, the teachers use modern technology to supplement and complement the teaching-learning process. Almost every class is equipped with a LCD projector, and every department is provided with a laptop. This audiovisual teaching makes the class more vibrant and productive. The teachers also use case studies, role-play, group discussions, management games, presentations etc. Some departments, particularly Languages and History, screen subject-related documentaries which complement their teaching. Students are also given assignments, individual and group presentations, problem-solving, etc. to make learning more effective. Teaching methods are tailored/customized to suit the needs of the students. The learning outcome is monitored through Continuous Internal Assessment (CIA) – tests, examinations, attendance, quizzes, assignments, projects, term papers etc. Students' academic progress and attendance is regularly monitored by subject teachers and mentors, and the same is displayed on the College notice-board. Every class teacher monitors the academic and nonacademic progression of students through mentoring, remedial coaching and bridge courses. Peer group learning is organized with the help of meritorious students to enhance the performance of slow learners. Higher achievers are motivated to take up competitive programmes like the Civil Service examinations, CA, ICWA, CS, CFA, Law, B.Ed, NET,NSECMP, MBA, M.Com etc.

**Examination and Evaluation:** Institution has a well-established examination system created on the lines of autonomy mandate and standard. Examination structure comprises of Chief Superintendent, Controller of examination office, board of examiners, panel of examiners, examination malpractice and grievance committee. Each academic year consists of two semesters of 90 days of classes including tests and preparation for end semester exams. 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. For each semester, there will be both continuous internal assessment (CIA) and end semester examination (ESE), with equal weightage in the ratio of 30:70. Evaluation process is designed to meet the expectation of autonomy,

UGC and University mandate. CIA and ESE are systematically organized to validate the learners understanding and application capability. The assessment pattern, evaluation process, results and grievances are kept to adhere to transparency and accountability norms. The COE and examination Committee has consistently oriented and trained staff on examination system. Constant up-gradation were done by the COE office to suit the autonomy standards and also to adhere to the higher education policies and dynamics. The examination system is more transparent with students being given facility of photo copy of the answer script. Aggrieved students are provided with the following options- Photocopy of answer paper, Re-totaling of answer paper and Revaluation of Answer paper

**Research and Development:** The 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, It allows faculty to take sabbatical if necessary to complete their research projects at the Ph.D. or M. Phil. level. It also encourages teachers to attend research workshops, seminars etc. The College invites research experts from Industry, NGOs, Legal, Quasi-legal, Government and Academic institutions to develop research perspectives among faculty and students. 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 and To foster collaboration with research organizations.

**Library, ICT and Physical Infrastructure / Instrumentation:** The College has a centralized library which is accessible to the staff as well as the students during the College hours. The library has 26,000 reference books. The College also subscribes to journals, Magazines and newspapers. The Department wise budget is allotted semester wise to make additions to the Library depending on the requirements of the Departments. The library has been computerized with Inflibnet software. There is also a Book bank facility for the needy students.

**Human Resource Management:** The management has well established Human Resource Management department which takes care of process of recruiting, selecting, inducting employees, providing orientation, imparting training and development, appraising the performance of employees, deciding compensation and providing benefits, motivating employees, maintaining proper relations with employees and ensuring employees safety, welfare and healthy measures in compliance with UGC and HECK

**Industry Interaction / Collaboration:** Collaboration and networking with industry, research bodies, alumni and civil society is done to add value to curriculum design and development. This process is done through the BOS and Academic Council. The Academic Council which meets once every year, keeps on record the

valuable suggestions and feedbacks given by the experts and the same is passed on to the respective Boards of Studies for their perusal and guidance in framing the syllabus. The departments and coordinators of various clubs invite the experts and people of eminence to deliver guest lectures, conduct training, workshop and conference etc. During this AY, Over 20 guest lectures, 05 field/industrial visits and 5 conference / seminars / workshops focusing on various subjects, career, soft skills was organised. Some of the important activities conducted during this academic year

- Tally classes for Final year B.Com students was conducted in collaboration with Tally Company
- Mr. Syed Kazim, faculty from Acharya Business School and Certified Life Skills Trainer from Rajiv Gandhi Youth University offered 30 Hours Life Skills Training and Workshop from June – August 2016 for all II Year BBA students.
- A Diploma in Human Rights in Collaboration with South India Cell for Human Rights Education and Monitoring (SICHREM)
- Soft Skills & Corporate readiness Course and Certification was organised in association with Career Ready Consultants LLP
- NSS unit started its operation this year in collaboration with Bangalore University.

**Admission of Students:** St. Joseph's Evening College has a preferential option for the poor and the marginalized section of the society in its admission process. It has, ever since its inception, been embracing with open arms such students who are first generation learners, students who are compelled to work by the forces of nature for sustaining themselves and their families and students who are academically weak and belong to the disadvantaged section of the society. Special preference is given to girls, differently abled and students who come under SC/ST and OBC category during the admission process. By adopting the above mentioned strategy, the College ensures that admission is not denied to any student who is in need. The college has total 1166 students studying in various under-graduate and post-graduate programmes for this academic year 2017 -18. The admission procedure is as follows:

- Applications for UG and PG with prospectus are issued after the announcement of II PUC/12th and UG final year 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.
- Student meeting the eligible compliance are offered admissions and given time to pay their fees and get enrolled

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

**Planning and Development:** The College has a planning committee which prepares the calendar of events for the academic year to chalk-out different activities and schedules. In this process the suggestions of Controller of examination and the staff coordinators of various cultural and academic associations are taken into confidence with regard to intra-College and inter-collegiate activities. By and large, this academic calendar is strictly adhered to and monitored through MIS / IT ERP - Pupil pod

**Administration:** Institution has well-structured administration process. The administration team comprises of Director, Principal, Vice-principal, Finance officer, Controller of examination, IQAC, Heads of department, teaching staff, administrative staff, statutory committees, non-statutory committees, student council and alumni. Institution has established MIS/ IT ERP - Pupil pod for facilitating admissions, academic inputs, attendance, examination, evaluation and results

**Finance and Accounts:** Advance Tally ( ERP 9) accounting software is installed to record and process accounting transactions within functional modules such as accounts payable, accounts receivable, journal, general ledger, payroll, and trial balance. It functions as an accounting information system. Finance and accounts process is periodically audited by internal and external auditors

**Student Admission and Support:** Students admission and support process is monitored through MIS/ IT ERP - Pupil pod

Examination: Examination administration process is monitored through MIS/ IT ERP - Pupil pod.

### 6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017-18	Dr. Kanishka and Mr. Leo	Management Development Program on HR Analytics - Xavier Institute of Management Entrepreneurship at Kochi	XIME	7820
2017-18	Sr. Saly Joseph	Participated in 'Capacity Enhancement Programmed on Intellectual Property Rights' (IPR), held at Centre for Scientific Research and Advanced Learning, Mount Carmel College in association with National Law School of India University on 20th and 21st July 2017.	Centre for Scientific Research and Advanced Learning, Mount Carmel College	500
2017-18	Mr. Diwakar	Participated in a Two Day National Seminar on 'Setting Technological Standards and Strategy for Higher Education', held at Christ University on February 2018.	Christ University	1600
2017-18	Fr. Maxim Dias, S.J.	Participated in a workshop on 'Workshop on Data Processing and Automation for National Institutional Ranking Framework' which was organized by IIR,	IIR, India on at Don Bosco College	2500



		India on at Don Bosco College, Yelagiri Hills on 22 <sup>nd</sup> July 2017.		
2017-18	Mr. Ashlon Antony Noroha	Participated in ‘Teaching and Learning’, held at Seattle University, School of Law USA & St. Joseph’s College of Law from 11 <sup>th</sup> to 15 <sup>th</sup> December 2017.	Seattle University, School of Law USA & St. Joseph’s College of Law	15800
2017-18	Fr. Maxim Dias, S.J.	Participated in a workshop on ‘Seven Days National Level Experiential Workshop on Research Methodology’ held at St Joseph’s College of Commerce Bengaluru from 6 <sup>th</sup> to 12 <sup>th</sup> December 2017.	St Joseph’s College of Commerce	3000
2017-18	Fr. Maxim Dias, S.J.	Participated in a workshop on ‘ICSSR Sponsored 14 Day Capacity building Workshop on Research Methodology for Faculty Members in Social Science’ which was organised by Indira Gandhi National Open University regional Center Panaji, in collaboration with Directorate of Higher Education, Govt. of Goa from 8 – 21 <sup>st</sup> January 2018.	Indira Gandhi National Open University regional Center Panaji, in collaboration with Directorate of Higher Education, Govt. of Goa	12211
2017-18	Fr. Maxim Dias, S.J.	Participated in a workshop on ‘Competency mapping’ held at Ashirvad, center for Non-formal education, Bangalore on 10 <sup>th</sup> and 11 <sup>th</sup> February 2018.	Ashirvad, center for Non-formal education	9638
2017-18	Fr. Maxim Dias, S.J.	Participated in a two day Seminar ‘Through the Prism of Labor; Gender and Distress migration in contemporary India’ held at Indian Social Institute on 19 <sup>th</sup> and 20 <sup>th</sup> July 2017.	Indian Social Institute	2500
2017-18	Mrs. Namrutha Sree	Participated in ‘A practical Approach to GST’, held at St. Joseph’s College on 11 <sup>th</sup> and 12 <sup>th</sup> September 2017.	St. Joseph’s College	800
2017-18	Fr. Maxim Dias, S.J.	Participated in a National Seminar on ‘Religious Institutions and Social Engagement’ held in IDCR, Loyola College, Chennai from 27 <sup>th</sup> to 29 <sup>th</sup> of July 2017.	IDCR, Loyola College	5722

2017-18	Fr. Maxim Dias, S.J	Participated in a workshop on 'Manpower Planning in Higher Education' held at Mangalore University on 24 <sup>th</sup> October 2017.	Mangalore University	2500
2017-18	Mrs. Namrutha Sree	Participated in Democracy, Education and Nationalist Discourses – Towards a critical engagement, hosted by the Department of English and Department of Kannada, St. Joseph's College of Commerce on 4th December 2017.	St. Joseph's College of Commerce	400
2017-18	Dr. Kanishka	Participated in a conference on 'Scope of Emerging Business dimensions and sustainable Development' held at St Joseph's College on 8th and 9th March 2018.	St Joseph's College	700
2017-18	Fr. Maxim Dias, S.J	Participated in a National Conference on "Development, Disparities and Civil Society in India" held at Gulbarga University on 30 <sup>th</sup> and 31 <sup>st</sup> October 2017.	Gulbarga University	1300
2017-18	Mr. Prashanth Kumar	Participated in Teaching and Learning workshop, held at Seattle University, School of Law, USA & St. Joseph's College of Law on 11th to 15th December 2017.	Seattle University, School of Law, USA & St. Joseph's College of Law	500
2017-18	Mrs. Jane D Sourza	Participated in 'Emerging Trends in Public Policy and Implications for Development', held at Jyoti Nivas College (Autonomous), Department of Economics in Collaboration with Indian Institute of Public Administration, Karnataka Regional Branch (IIPA-KRB) on 23rd January 2018	Jyoti Nivas College (Autonomous), Department of Economics in Collaboration with Indian Institute of Public Administration, Karnataka Regional Branch (IIPA-KRB)	750
2017-18	Fr. Maxim Dias, S.J	Participated in a National Conference on 'Response to the Threats and Challenges to Secularism, Unity and Integrity of our Country' held at XIDAS, Jabalpur from 3 <sup>rd</sup> to 6 <sup>th</sup> November 2017.	XIDAS, Jabalpur	1300

2017-18	Dr. Priya	Participated in Setting Technological standards and strategy for Higher Education, held at Christ College on 1st and 2nd February 2018.	Christ College	2500
2017-18	Sr. Saly Josph	Participated in 'Setting Technological standards and strategy for Higher Education', held at Christ College on 1st and 2nd February 2018.	Christ College	2500

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017-18	Induction Programme	Nil	Friday 26 May, 2017	12	Nil
2017-18	Seminar on Sexual Sensitization	Seminar on Sexual Sensitization	21st June 2017	45	15
2017-18	Waste Segregation and Management	Waste Segregation and Management	5th July 2017	35	11
2017-18	Relevance of Jesuit Philosophy and education	Relevance of Jesuit Philosophy and education	14th July 2017	35	11
2017-18	Mentoring and Counselling Session	Nil	13th July 2017	35	Nil
2017-18	Orientation Programme on Jesuit Work Culture	Orientation Programme on Jesuit Work Culture	On 21st July 2017	35	11
2017-18	Research Methodology	Nil	21 <sup>st</sup> and 22 <sup>nd</sup> September 2017	30	Nil
2017-18	JESCOL	NIL	17 <sup>th</sup> to 19 <sup>th</sup> December 2017	8	NIL

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year				
Title of the professional development programme		Number of teachers who attended		Date and Duration
Management Development Program		Two		
‘Capacity Enhancement Programmed on Intellectual Property Rights’ (IPR), held at Centre for Scientific Research and Advanced Learning, Mount Carmel College in association with National Law School of India University		One		21st July 2017.
Participated in a Two Day National Seminar on ‘Setting Technological Standards and Strategy for Higher Education’, held at Christ University		One		February 2018.
Participated in a workshop on ‘Workshop on Data Processing and Automation for National Institutional Ranking Framework’ which was organized by IIR, India on at Don Bosco College, Yelagiri Hills on		One		22 <sup>nd</sup> July 2017.
6.3.4 Faculty and Staff recruitment (no. for permanent recruitment):				
Teaching			Non-teaching	
Permanent	Fulltime	Permanent	Fulltime	
5	28	8	16	
6.3.5 Welfare schemes for				
Teaching	<ul style="list-style-type: none"> <li>• Medical insurance, gratuity, provident fund, maternity leave, OOD facility provided to attend seminars/conference/workshops, paid leave to pursue doctoral studies is offered</li> <li>• Financial assistance is extended to all teaching staff in form of education loan to their children, medical assistance to their families, salary advance in case of personal emergencies etc.</li> <li>• Financial assistance up to 40% on each Insurance Policy for all the non-teaching staff is offered by the college management towards Star Insurance scheme.</li> <li>• Recreational trips are organised annually to enthuse synergy among the staff.</li> <li>• Periodic interactional meetings are conducted to understand the concerns of staff.</li> </ul>			
Non-teaching	<ul style="list-style-type: none"> <li>• Medical insurance, gratuity, provident fund and maternity leave</li> </ul>			

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Financial assistance up to 60% on each Insurance Policy for all the non-teaching staff is offered by the college management towards Star Insurance scheme.</li> <li>• Recreational trips are organised annually to enthuse synergy among the staff.</li> <li>• Periodic interactional meetings are conducted to understand the concerns of staff.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Counselling, mentoring and women's association cell to support students</li> <li>• Financial Assistance of Rs. 2,159, 970/- in the form of scholarship and fee concession was given to 498 students</li> <li>• The college has a Sneha Fund scheme to provide medical aid to the poor students and their families. 17 students and their families were benefitted from the scheme. It paid for the medical expenses of the students' family members. Total amount spent till now is Rs.111,440/- .</li> <li>• Free snacks scheme (Rector's Evening Snacks Scheme) was extended to all the students coming from extremely poor families. Rs. 4, 54, 464/- and 165 students are benefitting from this scheme.</li> </ul>

#### **6.4 Financial Management and Resource Mobilization**

6.4.1 Institution conducts internal and external financial audits regularly

##### **Financial Administration of the Institution**

The institution has developed a stringent system for the management of the financial transactions. The Bangalore Jesuit Educational Society (BJES), which runs the institution has constituted a financial committee for the purpose of

- Approving the Budget of the institution
- Conducting periodic internal audits
- Monitoring the financial transactions
- Resource mobilization

##### **Finance Committee of the Institution**

The institution also has a Financial Committee which meets twice a year and performs the following functions:

- Prepare annual budget based on the specific needs of the institution and various departments
- Foresee major expenses for renovation and maintenance of the building and allocate the required budget
- Evaluate and implement the approved budget

## **Budget Preparation**

The Finance Committee of the institution prepares and submits the annual budget to the BJES management for approval. The budget is then presented to the Governing Board of Management and once the board approves, it is sent to the President for approval. The President gives his comments and approves the budget. After the incorporation of the feedback, the budget is finalised.

## **Accounting Practice**

A centralized accounting system is followed and the Finance Officer is the authorized signatory for the same. Accounts are settled on a monthly basis and it is mandatory to get the next month's budget approved. Additionally, any extraneous collection in the institution goes to the collection account. The institution avoids cash transaction at all levels.

## **Audit Practices**

The institution has an Audit policy and the auditing happens 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 like deduction of TDS, payment of the sanctioned amount as salary, and they scrutinize asset registry of the institution. They also verify if the amount has been credited rightly under the prescribed heads. Any discrepancy or audit objections raised are immediately rectified and the team submits a confidential report to the President of the BJES. The internal audit committee will also recommend some best practices for account keeping which are incorporated.

**2. External Audit:** The external audit is carried out at the end of the academic year and it includes auditing 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. The Audit report is available for scrutiny on demand. The government also sends auditors to the college and their queries are immediately attended.

There have been no major problems in the audits for the past seven years as the institution has been strictly following the best practices which ensured transparency in all transactions.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
UGC	2588026.00	COMMUNITY COLLEGE (KJES)
DUMB BOX COLLECTION FROM STUDENTS	112455.00	SNEHA FUND MEDICAL AID
REGN FEE RECEIVED FROM STUDENTS FOR SEMINAR	1,50,100.00	NATIONAL SEMINAR

REGN FEE RECEIVED FROM STUDENTS FOR FEST	1,46,918.00	BCA FEST
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6.4.2 Total corpus fund generated :

**6.5 Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	Yes	KJES	Yes	IQAC

6.5.2 Activities and support from the Parent – Teacher Association

Institution does not have parents-teacher association as most of the students are working and independent in managing their academic life. However, parents / guardians are involved during admission process, parents-teacher interface, parent’s orientation, student mentoring and during important college level functions.

6.5.3 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.
- Financial assistance up to 60% on each Insurance Policy for all the non-teaching staff is offered by the college management towards Star Insurance scheme.
- Recreational trips are organised annually to enthuse synergy among the staff.
- Periodic interactional meetings are conducted to understand the concerns of staff.
- Regular orientation and development activities are conducted.

6.5.4 Post Accreditation initiative(s) (mention at least three)

- Establishment of exclusive placement office
- Initiated the process of starting post-graduation programs (MA Journalism and Mass communication)
- Initiated the process of e governance in examination system

6.5.5

a. Submission of Data for AISHE portal : Yes

b. Participation in NIRF : Yes

c. ISO Certification : No

d. NBA or any other quality audit : No

6.5.6 Number of Quality Initiatives undertaken during the year

The Internal Quality Assurance Cell has played a significant role in adopting and implementing various qualitative measures to further excellence in teaching, learning and evaluation process and it has also constantly endeavored to make teaching and learning a more meaningful and joyful experience. Some of

the important initiatives/contributions made by the IQAC to monitor and evaluate the teaching and learning processes are as follows:

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration	Number of participants
2017-18	Bridge Course	First and second week of June	First week to second week of June 2017	All the first year students (450 students)
2017-18	Mentoring	June to March	June to May, 2019	1100
2017-18	Faculty enrichment programs <ul style="list-style-type: none"> <li>• Induction Programme</li> <li>• Seminar on Sexual Sensitization</li> <li>• Waste Segregation and Management</li> <li>• Relevance of Jesuit Philosophy and education</li> <li>• Mentoring and Counseling Session</li> <li>• Orientation Programme on Jesuit Work Culture</li> <li>• College to Corporate transition: Research Methodology</li> <li>• Jesuit lay collaboration seminar</li> </ul>	May (2017) to March (2018) (* One day is utilized on FEP spread for the AY)	May (2017) to March (2018) (* One day is utilized on FEP spread for the AY)	45
2017-18	IQAC internal audit /validation of departments	March 2018	Three Days	45
2017-18	IQAC Meetings	June – May 2017-18	8 Days	80



<b>CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES</b>						
<b>7.1 - Institutional Values and Social Responsibilities</b>						
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)						
Title of the programme		Period (from-to)		Participants		
Orientation				Female	Male	
Seminar on Sexual Sensitization		21st June 2017		15	35	
Awareness on issues related to women's health		8 <sup>th</sup> July 2017		250	-	
'Prevention of violence against women'		27th November 2017		200	250	
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources						
The College has been continuously striving towards creating eco-consciousness among the stake-holders of the College through various club's / association activities. Some of the key initiatives undertaken during the academic year to inculcate environmental consciousness and sustainability are rainwater harvesting, plantation of sapling, no plastic campus, waste management and eco-talks promoting eco-awareness						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities			Yes/No		No. of Beneficiaries	
Physical facilities			Yes		01	
Provision for lift			Yes		01	
Ramp/ Rails			Yes		01	
Braille Software/facilities			Nil		Nil	
Rest Rooms			Yes		01	
Scribes for examination			Yes		6	
Special skill development for differently abled students			Nil		Nil	
Any other similar facility			Nil		Nil	
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

2017-18	Awareness campaigns - Traffic guidelines/ cleanliness drive awareness/ Lake festival/ Gender sensitization/ Swatch Bharat/ Aids Awareness/ Environment sustenance drive	7	-2 <sup>nd</sup> to 7th November 2017 -16th to 18th November 2017 -23rd to 26th November 2017 -30th November to 3rd December 2017 -25th January to 28th January 2018 -25 <sup>th</sup> February, 2018	Traffic guidelines/ cleanliness drive awareness/ Lake festival/ Gender sensitization/ Swatch Bharat/ Aids Awareness/ Environment sustenance drive	Traffic guidelines/ cleanliness drive awareness/ Lake festival/ Gender sensitization/ Swatch Bharat/ Aids Awareness/ Environment sustenance drive	1200
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#### 7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

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

#### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration /Date	Number of participants
Seminar on Sexual Sensitization and gender equity	21st June 2017	60
promote communal harmony and peace	20th August 2017	120
Social Empowerment for Women	20 November 2017	100

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

1. Rainwater harvesting for effective water management
2. Plantation and maintenance of sapling
3. Use of plastic in the campus is prohibited
4. Discarding, destroying, processing, recycling, reusing, or controlling wastes with objective of waste management is to reduce the amount of unusable materials and to avert potential health and environmental hazards.
5. Talks on environment sustenance is organized in order to foster awareness among the students with the objective to conserve natural resources and the existing natural environment

## 7.2 Best Practices

Describe at least two institutional best practices

### Admission policy

SJEC has a unique admission policy where preference is given to students belonging to socio-economically backward categories. Among these student's special preference is given to Women, differently abled, SC, ST, OBC, Minorities and slow learning students. Vulnerable Students from socially disturbed family are given admission. During the academic year 2017-18, over 1166 students were enrolled out of which 70% belonged to socio-economically backward categories

**Core objective:** Provide opportunity for students to access quality, flexible, affordable, equity and inclusive higher education to socio-economically backward students

**Outcome:** Educating and empowering over 1100 students which provides employment opportunities leading to social Upliftment

### Financial assistance for the needy

Financial assistance in the form of full or part study scholarship is extended to deserving students among socio-economically backward categories, women, differently abled, SC, ST, OBC, Minorities and slow learning students who are facing financial crisis. The objective of this scheme is to ensure no student discontinues the course for the want finance. During the academic year 2017-18, over Rs. 20, 73,550/- financial assistance was provided in form of scholarship to 486 students.

**Core objective:** Extend financial assistance in the form of scholarship to needy and deserving students

**Outcome:** During the academic year 2017-18, 486 students were benefitted and continued their studies in spite of financial crises

## 7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

### 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. The program provides students with a platform to explore and develop the art of critical thinking, skills of leadership and techniques of meaningful interventions aimed at building a just and equitable society.

The outreach programme of the College is organized under the banner called BEMBALA which means to Support. It aims to reach out to the deprived groups and vulnerable sections of society and create opportunities for education, awareness and skill enhancement. It intends to create a learning process for faculty and students, through exposure to community needs, problems and issues. It hopes to reach out to the community by designing need based interventions and generating research. Eventually it will facilitate networking and linkages of the community with NGOs, institutions, and government agencies for the effective service delivery and advocacy support. It also hopes to link up with the corporate sector within the parameters of Corporate Social Responsibilities (CSR). During the academic year 2017-18, over 5,00,000/- lakhs rupees is spending in organizing the outreach programme.

There are two stages in the Outreach Programme:

**The Preparation Stage:** In this stage students will be equipped with the required knowledge, through HRD Classes, Talks and Documentaries. In this process students will be able to identify student leaders and the leaders will also undergo a special training to lead the class for the outreach activity.

**The Practical Stage:** In this stage, the actual outreach begins and there will be a continuous evaluation, assessment of the experiences and ongoing formation talks arranged for the students.

**Core objective:** To reach out to the deprived groups and vulnerable sections of society and create opportunities for education, awareness and skill enhancement. It intends to create a learning process for faculty and students, through exposure to community needs, problems, and issues.

**Outcome:** All the participating students and faculties learn and contribute towards the upliftment of society

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

1. Curricular Aspects
  - Introduction of Post-graduation program (MA –Journalism and Mass Communication)
  - Faculty induction and development program
  - Enhancements of student enrolment in all programs
  - Increase in the intake of M. Com Seats
2. Focus on student centric and outcome based Teaching-Learning process
  - Faculty development program on class room teaching-learning process
  - Student feedback on quality of teaching-learning process, class-room management, student mentoring
  - Teaching aids like laptop, internet facilities, overhead projectors, speakerphone
  - Remedial and academic mentoring for slow learners
  - Orientation on relevance of Teaching and Lesson plan
3. Good governance in examination process
  - Orientation on conduct of examination and evaluation
  - Makeup tests for deserving students
  - Result analyses and remedial coaching
  - Strengthening Board of Examiners and Panel of Examiners
  - Emphasis on quality of evaluation and result
  - Makeup tests/ Improvement tests for poor performers
4. Research and Development
  - Orientation to inculcate research culture among staff and students
  - Orientation to participate, present and publish research papers at State/National/International conferences and workshops
5. Enhancing the quality of Infrastructure and Learning Resources
6. Student Support and Development
7. Faculty enrichment and welfare program:

8. Monitoring, intervention, validation and documentation of action plan/program/activities of department

*Name: Dr. Kanishka K*

*Name: Fr. Maxim Dias SJ*

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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