SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

COMMUNITY INSTITUTE OF COMMERCE AND MANAGEMENT STUDIES

NO. 2/1, 9TH MAIN, 9TH CROSS, 2ND BLOCK, JAYANAGAR, BENGALURU, KARNATAKA
560011
www.cicms.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Education has the power to bring out the best in students, reform their character and equip them to face the challenges of life.

The **Community Centre Group of Institutions** is a group of schools and colleges in Jayanagar renowned for their expertise in academic endeavours.

A true constituent of the Community Centre Group of Institutions is **Community Institute of Commerce & Management Studies** affiliated to Bengaluru City University with **B.Com. BBA and BCA** programs.

The Management-**Community Centre-** opened the Primary and High School in 1956, marking the beginning of its educational engagement. However, that was not the goal on its own. The academic career of the centre took a completely new turn when it entered higher education and founded **Community Institute of Commerce & Management Studies in 2007**.

The founders: **President, Sri KM Nagaraj and Secretary, Sri Chikkaiah** took on these initiatives to give the disadvantaged and deprived access to quality education.

- The institution strongly believes that extramural and extracurricular events go hand in hand with curricular engagements.
- Community Service is encouraged under the banner of NSS, Red Cross, Women Empowerment Cell, Human Rights Cell, Eco Club making the students actualize their responsibilities to society.

- Student centric cells and clubs are additional features of the institution.
- Add on courses such as Tally ERP 9 and Advanced Excel are offered to students to sharpen their professional excellence.
- Campus to Corporate training are regular in house features that prepare the students to strengthen their job profile.
- The Placement Cell has been very successful in placing students in organizations such as Infosys, CapGemini, Wipro, TCS and multinational companies.
- Regular FDP programmes and workshops are organized for the teachers to keep abreast with the latest developments in their respective fields.

The college not merely limits it endeavours to scholastic activities; it aims at shaping the character of students into responsible and trustworthy citizens. The exponential growth of the college is a veritable manifestation of its dedication to the cause of education. The distinctive and firm underlying philosophy of the institution is to provide comprehensive education while retaining rich Indian educational tradition, culture and core values. The emphasis is on creating a society of progressive, thinking individuals who will enhance the intellectual capital of the global community.

Vision

We have given a glimpse of our vision and mission statements in the IIQA which is as below Here we wish to expand on it.

Vision

- **To arouse and awaken the spirit of inquiry through the teaching-learning process with the integration of Technology.**

Expansion

- To kindle the ability in students to think independently and creatively which paves the way for evolving into future leaders with an empathetic attitude and inspiring them to be responsible and socially useful citizens.

Mission

Mission

To promote knowledge-based activities that require analytical and logical skills.

Expansion

- To arouse and awaken the spirit of inquiry through the teaching-learning process with the integration of Technology.
- To create leaders who can solve problem and make decisions independently with emphasis on emotional quotient
- To create leaders who can solve problems and make decisions independently with emphasis on emotional quotient.
- To inculcate values and discipline in work and behaviour
- To promote student participation and involvement through innovative teaching
- To train students to think and act independently
- To promote social awareness through extension activities
- To empower students to achieve excellence in professional and competitive world
- To bridge the gap between academics and corporate world through training programmes.

Our all-inclusive education nurtures the following intrinsic values.

- Intellectual Acumen
- Ethical Principles
- Societal Commitment
- Emotional Viability

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strength

- The institution offers **comprehensive education** within the reach of the common man.
- **Scholarships and concessions** are given to deserving and meritorious students.
- **Partial fee waivers and complete fee waivers** are granted for those whom education is unaffordable.
- **Cells and Clubs** promote extracurricular activities and wield the magic stick to strengthen extension activities that pave the way for a humane society.
- The **infrastructure and facilities** available are an attractive feature.
- The classrooms are **Wi-Fi** enabled and have projectors & **LED** screens.
- The computer lab has **122** systems which have access to internet.
- The institution has good **bus** and **metro service** connectivity.
- The library has **LibSoft 9.8.5** facility and is slowly upgrading itself to reach the institutional goals.

Institutional Weakness

Institutional Weakness

- The institution being in the heart of Jayanagar has a small campus which does not facilitate multiple sports activities.
- Research activities such as publications, presenting of papers are quite minimal since it is on its first legs.
- Research and Development Wing needs more focus and development as the institution has to gear up on its intellectual capital.
- Most of the teaching staff are not Ph.D. holders although their proficiency in subject handling is satisfactory.
- A small percentage of teaching staff is NET/SLET qualified.
- Limited programs are offered such as B.Com., BBA & BCA because there are very few takers for science and arts programs.
- Alumni participation is not up to the expected level.

Institutional Opportunity

Institutional Opportunity

- Offering add on **certified programmes** is an integral part of learning experience
- Students and faculty members are motivated to upgrade their **knowledge** through **online learning platforms** as unlimited Wi-Fi facility is available.
- Students have access to the **library** and **lab** all through the working hours
- Usage of **ICT in teaching-learning** process is a considerable positive approach to progressive education

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Institutional Challenge

Institutional Challenge

- Campus placements are yet to reach the expected outcome.
- The institution does not have bus facilities for staff and students.
- Research activities are still in their infancy due to constraints in funding from within and without.
- The course contents need to be strengthened to meet industry needs.
- Due to the pandemic, which necessitated all students to be promoted to degree without a qualifying examination is a considerable challenge in the progress and delivery of the curriculum.
- Enhancing the communication and employability skills of the students has become a major challenge in the present-day industry requirement.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- The college ensures effective **curriculum delivery** through a well-planned and documented process.
- Faculty members submit **lesson plans** for the prescribed syllabus at the beginning of each semester.
- Each faculty is **provided** with the **work diary** to update the lessons taught.
- The **academic calendar is prepared** by **Heads of Departments** in consultation with the Principal.
- It **specifies available dates** for academic activities as well as **extracurricular and extension activities**.
- The faculty members are briefed about the academic activities of the college at the commencement of every academic year.
- Thereafter committees are created and faculty assigned responsibilities.
- At the beginning of every academic year bridge courses are conducted.
- The **timetable committee** prepares a **master timetable** and heads of departments prepare the **departmental timetable**.
- For the effective transmission and **delivery of curriculum, departments integrate classroom teaching with various ICT tools, lab practical, academic and field projects, seminars, assignments** and **presentations**.
- Students who **don't perform well** in internal tests are asked to attend **remedial classes**.
- A **separate timetable** is prepared and the students' **performance is monitored** by faculty on a regular basis.
- After completing the required number of remedial classes, tests are administered to ensure that the students have reached a moderate level of competency.
- **Project, assignment and viva-voce** are conducted as part of internal assessment (IA) for the students.
- The college conducts induction programme for first year students.
- The **Principal** and **special guests** update them about their program **dimensions course details, rules and regulations** and internal as well as end semester examinations.
- **Automated LIB software 9.8.5 basic version** is installed in the library for the optimum utilization of information.
- **E-library has 3 systems, a printer and a photocopier machine**.
- It has **112 eBooks**.
- Further the **library subscribes** to journals, magazines and newspapers.

- The library has **6468 books** including **reference books** and a book bank for **SC/ST and a photocopier**.
- The **library resources** help students to **supplement classroom learning**.

Teaching-learning and Evaluation

- **Teaching Learning and Evaluation** is the core function of any institution that aims at strengthening pedagogy and evaluation. The **eligibility criteria for admission** in CICMS is a pass percentage (35% and above) in **PUC or 12th Standard Board Examination**.
- **The Principal and Admission Committee** answer the **queries of aspirants**, and advise them to take admission for their preferred course.
- **Bridge courses** are offered for all programs in the beginning of the semester.
- **Lesson plans** are prepared in advance by faculty which enables them to deliver lessons in a systematic manner**.**
- **Internal assessment** is awarded to the students in each subject based on the **comprising two tests, assignments/projects and classroom performance.**
- The faculty use **e-resources like ICT tools** for enhancing the **teaching** process. They use learning websites, open source software, journals, newspapers, books specific to their disciplines. CICMS library consists of approximately **6468 books** including text books, reference books, **112 e- books**. Question papers are easily available for reference.
- The institute **ensures quality** in education to its stakeholders by appointing **well qualified and expert faculty members**.
- The teaching and non teaching staff work hand in hand to ensure that the college functions without any hitches. We have **2 fulltime teachers with Ph.D., 2 with M.Phil. 22 with Master's Degree and 3 faculty have cleared NET/SLET.**
- **Industry experts, academicians** are invited to **strengthen the pedagogy** with practical inputs which promotes better understanding. Mechanism to deal with internal examination grievances is transparent.
- **Midterm Examinations, Preparatory Examinations** are the **partial yardsticks** for internal assessment and evaluation.
- The performance of wards is discussed openly with parents in **Parent Teacher Meetings** and queries are clarified patiently.
- Based on performance in internal tests, **remedial classes are scheduled for slow learners**. **Cash prizes** are awarded for **college toppers and university rank holders**.
- **Student Satisfactory Survey**, a system which is in place for the welfare of students, **collects feedback** concerning multiple aspects such as facilities, **subject related queries and non academic issues.** This **effective feedback system** enables the **Principal and Heads of Departments** to make **incremental changes** as when the need arises.

Research, Innovations and Extension

- **CICMS believes** that an institution can become a **center of academic excellence** only when a **research culture** proliferates amongst faculty. The college plays a very proactive role in promoting this culture. Although research is not compulsory for affiliated UG colleges, research activities are conducted to improve the quality of teaching as well as contributing richly to the learning process.
- The college **takes up research on a miniscule** level and efforts are in progress to bring out a minor research journal. The college provides necessary infrastructure like laptop in each department, free internet access to help the faculty members in research work. In this direction text books, research

papers and publications have been made by a few staff.

- The institution **provides the platform for conducting orientation programmes** across the colleges affiliated to Bangalore University and Bengaluru City University. Further the institution **encourages staff members to attend orientation programmes workshops, seminars, organized by other colleges.**
- The institution has signed **an MOU with Havana Yuktha** which provides training sessions in **Advanced Excel and Tally ERP 9** every year for all the student with certification. They also guide and support BCA students to carry out project work.
- **MOU's have been signed with various other organizations** such as **MIT Square, Muneeshwara Devasthana Abhiruddi Sangha Trust and BBMP Park** for the welfare of students.
- **Innovation Cell** of the college conducts competitions such as poster making, presentations, logo making, and is planning for events such as hackathon and live projects in the future.
- **NSS students' wing** of the college carries out **extension activities**. To name a few: **blood donation camps, COVID-19 Awareness Rally, free RTPCR test drive** and free vaccination camp for staff and students. In addition, the NSS wing of the college conducts community living camps, **SWACHH Bharat Abhiyan programmes**, eco-friendly activities, visits to orphanages, blind schools and old age homes.
- Industrial visits are arranged to make students familiar with the policies and procedures followed in any organization. These are immensely beneficial to students and needless to say they help understand the work culture existent in companies and organizations.

Infrastructure and Learning Resources

- The Institution constantly **strives to improve both infrastructure and learning resources**. In spite of space constraints, the infrastructure and facilities are adequate:
- There are**18 classrooms**, **library, placement cell cum seminar hall** as well, in addition to other facilities. Each of these is Wi-Fi enabled. Ethernet connection is available in the corridors.
- **The computer lab has 122 systems** with **internet connection**, **3 laptops and 11 LCD projectors**. It is open on all working days from 9.30am to 5.00 pm.
- The library has fully **Automated LIBsoft 9.8.5 version.**
- E-library has **3 systems, a printer and a photocopier machine**.
- It has **112 downloaded eBooks**.
- Further the library subscribes to **5 journals, 6 magazines and 8 different newspapers**. It has **6468 Books including1300 reference books and 1,800 in the Book bank for SC/ST.**
- The staff rooms are well furnished with comfortable chairs, tables, cubicles, department libraries computers and printers.
- **Boys' and Girls' common rooms** with rest rooms are available in the campus.
- The Annual **College Sports Meet** is conducted in **Kitturu Rani Chennamma Stadium**. An **MOU** with **Muneeshwara Devasthana Abhiruddi Sangha Trust** enables the use of the trust ground for sports activities.
- **Fire safety equipment and rain water harvesting system** is also in place in the institution.
- Drinking water facility is available for students and staff.
- The **college elevator** facility is maintained by **Johnson & Johnson Company under AMC.**
- Generator facility in the premises ensures uninterrupted power supply to the college.
- Ramp or stair lift **(Sahiba Stairlits)** is an added feature for the physically challenged.
- **A Digital Display Board** at the entrance serves to display the activities carried out in the college, special days and any information relevant to the college.

- The land area of the college is 29,269 sq.ft. (0.6719 acre).
- The built-up area is 34,449. 8sq.ft.
- The college is under CCTV coverage.
- An air-conditioned auditorium and the adjacent multipurpose hall are used for multifarious activities in the college.
- There are separate rooms for IQAC, NSS, Placement Cell, Counselling Cell, Sports Room and Examination Room, and so on.
- Health care facilities are taken care of through an active Health Centre.

Student Support and Progression

- **Students** are the **strength and indisputable asset** of the institution. Their welfare is ensured through holistic student development initiatives.
- **Continuous support** through mentorship and counselling, grievance redressal, prevention of ragging and welfare activities are some of the sustained efforts that the institution takes to safeguard and promote the interest of students.
- The existence of a **Yoga Centre** is a further highlight of student welfare measures.
- The institute offers **value added courses, internships, aptitude enhancement, career counselling and soft skills sessions.**
- **Remedial classes** and **bridge courses** strengthen student support and progression.   .
- **Curricular and extracurricular activities** comprising **Commerce, Management and IT Fest,** intra class fest, inter college fest, cultural week, language club activities help the students sharpen their latent talents and knowledge.
- **The Innovation Cell and Business Lab** are powerful tools to promote student progression.
- **Student development programmes** focus on various topics related to their program and life skills.
- **Free PG CET training** is provided by the college for the outgoing students to prepare them for their professional career.
- The institute also **encourages students to participate in sports activity** at the university, **national and international level**.
- Every year **annual sports meet** is conducted and students are given an opportunity to participate in individual and team events.
- **Fee concessions** are **given** to students who have scored **70% and above in Pre-University Examination.**
- **University toppers and college toppers** are **given cash awards** which serve as a motivation for them and others.
- Besides the institution permits and approves of **scholarships through National Student portal**.
- The institute also encourages various **cultural competitions** which serve as a platform to encourage and exhibit innate skills and talents.
- The college has a **vibrant Student Council** actively engaged in supporting the curricular and extracurricular activities in college.
- The **Sports committee** encourages student representatives to take the lead role in organizing various sports and games competitions.
- **Alumni Meet** organized in 2018 and 2019 saw a large number of Alumni attending the meet and participating in the activities planned for them.
- The college enlists their help in placements and recruitments.

Governance, Leadership and Management

- The budget allocation made by the management is disbursed by the Principal to different departments/committees for necessary expenditure.
- The Institution adopts decentralization and participative management in academic and administration through committees.
- It mainly focuses on quality teaching and innovative and interactive methods like group discussion, seminars, webinars, quizzes.
- Faculty members are motivated to participate in academic activities, training programmes, orientation programmes and faculty development programmes.
- **Faculty welfare measures** include 15days of CL, EL/ML and PF for long serving faculty.
- Services of teachers are recognized and appreciated on Teachers' Day with gifts and mementos.
- There are many **extension activities** conducted by NSS.
- They create awareness about eco friendliness, social issues and promote social responsibility.

IQAC

- At the beginning of the academic year various committees and cells organize events under the quality assurance banner of IQAC.
- Self-Appraisal forms are distributed to staff to assess their job performance over a period of time and analyze their professional development.
- The IQAC also conducts Internal Academic Audit of departments which improves the performance of the department on the whole.
- Alumni interaction and meetings are coordinated by the IQAC.
- Quality in teaching, curricular adaptations, use of technology in teaching, learning and administration are all monitored by the IQAC.
- Periodical meetings help refine and improve the quality endeavors of the IQAC.
- The IQAC Cell draws strength for its quality driven initiatives with the support and suggestions and cooperation of all the staff members.

Institutional Values and Best Practices

The criterion is based on intrinsic values of the institution and social responsibilities which reflect the ethical standards of the institution.

Under best practices the college maintains the BBMP Park adjacent to the college, has rainwater harvesting system, encourages extension activities under the banner of NSS. The students are involved in social issues such as keeping their surrounding clean, banning plastic in around the campus, dealing with environmental issues, such as planting saplings in the park, motivating the students to practice plastic free environment, using cycles to college, teaching students how to make bio fertilizers through a one week horticultural –gardening camp and segregation of wet waste and dry waste. The institution has a rain water harvesting system in place

which is used for watering the plants in the campus and the adopted park.

Gender Equality Cell promotes gender equality awareness through mix seating arrangements in classrooms, equality in decision making among men and women staff, recruitment of women security staff, and a judicious balance in admission with regard to equality.

Anti-Sexual and Anti Ragging Cells adopts an unbiased admission procedure policy which permits equal quota of seats for girls and boys. In addition, student development programmes are conducted to create awareness of gender equality followed by competitions based on gender equality.

Counselling Cell counsels students with regard to gender equality and isolated cases of differences between girls and boys have been dealt with effectively.

NSS & Red Cross activities in the institution organize blood donation camps, and regular donations in cash and kind to orphanages such as Samarthan Trust, Santoshdi Educational Trust for orphans and other physically challenged organization such as blind schools. Two vaccination drives and two RTPCR testing camps for staff and students were conducted under the aegis of NSS during the COVID19 pandemic.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	COMMUNITY INSTITUTE OF COMMERCE AND MANAGEMENT STUDIES
Address	No. 2/1, 9th Main, 9th Cross, 2nd Block, Jayanagar, Bengaluru, Karnataka
City	BANGALORE
State	Karnataka
Pin	560011
Website	www.cicms.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Dharmendra Kumar T P	080-26565151	9845560233	-	info.ccims@gmail.com
IQAC / CIQA coordinator	Jyothi Eswari N	080-26566444	9845032665	-	jyothikumar.mca@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Karnataka	Bengaluru City University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

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

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

Recognitions

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

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	No. 2/1, 9th Main, 9th Cross, 2nd Block, Jayanagar, Bengaluru, Karnataka	Urban	0.6719	3200.5

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	PUC	English	220	206
UG	BBA,Management	36	PUC	English	100	48
UG	BCA,Computer Applications	36	PUC	English	120	70

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				26
Recruited	0	0	0	0	0	0	0	0	6	20	0	26
Yet to Recruit				0				0				0

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Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	6	4	0	10
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	0	0	2
M.Phil.	0	0	0	0	0	0	0	3	0	3
PG	0	0	0	0	0	0	4	17	0	21
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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Part Time Teachers									
Highest Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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

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

Programme		**From the State Where College is Located**	**From Other States of India**	**NRI Students**	**Foreign Students**	**Total**
UG	Male	177	6	0	0	183
	Female	140	1	0	0	141
	Others	0	0	0	0	0

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Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	9	15	16	33
	Female	15	13	29	19
	Others	0	0	0	0
ST	Male	1	0	4	1
	Female	3	0	1	2
	Others	0	0	0	0
OBC	Male	98	63	109	92
	Female	75	43	67	81
	Others	0	0	0	0
General	Male	18	14	33	14
	Female	18	20	31	14
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		237	168	290	256

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Multidisciplinary - National Education Policy 2020 has introduced the concept of multidisciplinary and interdisciplinary programs. It is an applaudable initiative. It has its roots in the ancient gurukul system with its emphasis on knowledge pertaining to certain disciplines and life skills that make the recipients adapt themselves to any opportunity that comes their way. In simple terms multidisciplinary learning is a unique learning process that allows pupils to explore and learn different programs, blurring the boundaries between various disciplines. Hence students who opt for science or computer can choose their optional subjects from Commerce, Management or Science which gives them multiple

	scope for job opportunities. Similarly, those in Commerce or Management disciplines can choose Science, Arts, Philosophy or Psychology combining two diverse approaches into a viable holistic approach. And thereby not limiting job opportunities or knowledge acquisition in multiple subjects. This is what Vivekananda spoke about a century or two ago by referring to it as man making education. We can see glimpses of this approach in Sri Aurobindo's concept of education. Multidisciplinary approach is visible in our institution which offers Basic Accountancy Skills and Entrepreneurship Skills for Computer Application students. Economics from BA discipline is offered for Commerce and Management students. Indian Constitution from BA Political Science is also offered for Commerce and Management students. Along the same lines BCA offers Digital Fluency for both BBA & BCA.
2. Academic bank of credits (ABC):	The Academic Bank of Credits, a national-level educational policy introduced by UGC supports flexibility of the curriculum and multidisciplinary academic transition across Higher Education Institutions in the country with suitable "credit transfer" mechanism. To elaborate further, it is an online /virtual bank of credits which offers learners greater choice and flexibility in choosing courses and institutions, allowing a generous mix of educational programs that are vocational, academic and more. Objectives ·Promotes learner centered education ·Focuses on learner-friendly approaches ·Implements inter-disciplinary or multidisciplinary engagements ·Allows students to opt for courses of their choice ·Enables students to learn at their own pace ·Enables the student to drop out and then redeem the credits earned with a certificate/diploma. ·Promotes and facilitates inter-institutional/university partnerships Highlights ·Student can avail multiple entry and exit options in higher education institutions and opt for a made-to-measure degree. ·Dropouts can track the progress toward their qualifications. ·Vocational courses, multi-disciplinary courses and multi-dimensional approaches lead to better career decisions and employability. ·Students who are enrolled in the courses offered by national schemes like SWAYAM, are also considered for credit transfer and credit accumulation under this provision ·Aspirants admitted to skill courses from higher

	education institutions offering vocational degrees or diplomas or postgraduate diplomas or certificate programs are also eligible for accumulation and redemption of credits under ABC.
3. Skill development:	Objective: · To help the transition from college to industry · To make students aware of work flow in an organization · To create and promote social responsibility According to Bengaluru City University all programs and courses have skill development subjects. They have a huge impact on the practical applications of the subject. They make students aware of industrial process and practices and flow of operations in an organization through industrial visits. In addition, they sensitize the students towards community service and create understanding about social entrepreneurship. They additionally promote managerial skills and technical skills. In another exercise, imaginary entrepreneurship projects are taken up to imitate business processes. Further under these programs students are asked to take up internships which give them the exposure they need in marketing, finance, human resource, taxation, product launch and similar commerce and business related engagements. In short these skill development subjects mimic real time business environment and prepare the students for the work environment. Soft skills training is also imparted to sharpen their interpersonal skills and communication skills. The prescribed Language syllabus inculcates values such as universal human values of truth righteous conduct peace non-violence scientific temper, citizenship values, and also life-skills. Constitutional rights and privileges are also imparted to the students through the subject, Indian Constitution prescribed by the affiliated University.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	With the implementation of NEP 2020, the emphasis is on, culture, tradition Indian rich ethos, ancient Indian legacy and wisdom, which is imparted through languages and the introduction of subjects like 'Culture Diversity and Society' and 'Constitution of India' prescribed by Bengaluru City University. The institution appropriately adapts the syllabus before delivering the contents to the students. Yoga which is steeped in Indian cultural heritage is also offered to the students as per the university regulations. Indian knowledge is also imparted through the observance and celebration of national, regional and religious

	festivals.
5. Focus on Outcome based education (OBE):	Outcome Based Education is one of the major objectives of the New Education Policy 2020 and a fundamental aspect of Higher Education Institutions. The institution explores the curriculum/ through audio visual aids, internships, projects PPTs, and use of technology. The language syllabus offered by the university is viewed practically and students are taught how to make posters, brochures, and advertisements. The syllabus also offers scope for group discussions, CV writing, business letters, email writing and so on. Projects and internships are also integrated in the syllabus to imitate the work a day world.
6. Distance education/online education:	Online learning is the new normal after the pandemic in the days of pandemic online learning became the order of the day and most of the teaching was done online through online applications like Zoom, Microsoft Team and Google Meet. Most of the teaching-learning process happened through PowerPoint presentations. Even after the pandemic much of the learning happens through PowerPoint presentations embedded with videos. Links are provided to access information through YouTube and videos. Course material is shared on official WhatsApp groups created by the institution. Webinars substituting seminars and workshops were organized for staff and students through online modes of learning during the pandemic and were continued even after the pandemic. Thus blended learning or hybrid learning is used depending on the need and circumstances.

Institutional Initiatives for Electoral Literacy

| 1. Whether Electoral Literacy Club (ELC) has been set up in the College? | Electoral Literacy Club has been set up in the institution with the primary objective of creating awareness about democratic privileges which mainly relate to casting votes in elections. This club makes students understand the constitutional rights of voting and the importance of casting votes to decide the leaders of their choice. Poster presentations, debates, speeches, essay writing and other similar activities were also organized to give greater clarity to casting |

	votes and the right to suffrage.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The Institution has the following office bearers to represent the officers involved in conducting elections. 1. Dr.Dharmendra Kumar TP, Principal, Presiding Officer 2. Sri.Yesuraj B, Asst. Professor, Polling Officer 3. Mr.Surya, II Year B.Com , Student Representative 4 Ms.Aliya Falak, II Year BBA, Student Representative 5. Ms. Pooja, II year BCA, Student Representative
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Activities done by the ELC of CICMS 1. Voters' pledge was read out by Surya of II Year B. Com and repeated by staff and students. 2. Awareness Programme about voting was conducted. 3. YouTube video on voter registration, electoral process and related matters was shared with students and a quiz was conducted.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	1. A video on voting process was screened to demonstrate how elections are conducted and votes are cast and who is eligible for voting. 2. Students were asked to watch the movie "Sarkar and write a review. 3. A survey was conducted to find out how many students had enrolled as voters.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	151 students across programs have enrolled themselves as voters and some are yet to enroll themselves as voters which came to light following a survey on electoral rolls. Those who hadn't registered were given guidelines and educated on how voting is a democratic process.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
803	650	659	563	577

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 45

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
26	24	22	20	21

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
176.72	199.31	156.99	159.00	138.09

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The institution was at first affiliated to Bangalore University. In 2019, following the trifurcation of Bangalore University, we are affiliated to Bengaluru City University and follow the curriculum designed by it.

For **effective curriculum delivery the institution** follows the following aspects-

- The college **ensures effective curriculum delivery** through a **well-planned and documented process**.
- Faculty members **prepare semester wise teaching plan/ lesson plan** at the beginning of each semester **prescribed by the affiliated university.**
- **Each teacher**/faculty is provided with the **work diary** with **teaching units** day wise and individual timetables.
- The **academic calendar** is prepared by **Heads of Departments** in consultation with the Principal.
- It **specifies suitable available dates** for significant academic activities as well as **extracurricular and extension activities**.
- The **faculty members** are **briefed** about the **academic activities** of the college at the commencement of every academic year.
- **Committees** are created at the same time and **staff members** are **allotted responsibilities.**
- At the beginning of every academic year **bridge courses are conducted** to bridge the gap between what was learnt in Pre University and how it will be supplemented in the first year classes.
- The **timetable committee prepares a master timetable** and **heads of the concerned departments** prepare the **departmental timetable**.
- For the effective transmission and delivery of curriculum departments **integrate classroom teaching with various ICT tools**, **lab practicals**, **academic and field projects**, **student seminars**, **assignments, presentations** and solving of past question papers
- Depending on **students'** performance in **Internal tests,** the staff identify students whose **scores are below average**
- **Such students** are asked to **attend remedial classes**.
- A **separate timetable** is prepared and the **students' performance is monitored**. by the faculty **on regular basis**.
- After completing the required number of remedial classes, **tests are administered** to ensure that the students **have reached a moderate level of competency.**
- **Project assignment and viva-voce** are conducted as a part **of internal assessment** (IA) for the students.
- The college conducts **induction programme** for first year students and they are addressed by the Principal and special guests who **update them about their program dimensions course details, rules and regulations and internal as well as end semester examinations**.

- **Automated Libsoft 9.8.5 basic version is installed in the library** for the optimum utilization of information and helps in cataloguing of books which enables students to access materials quickly and easily.
- **E-library has 3 systems, a printer and a Photocopier Machine.**
- It has **112 eBooks**.
- Further the **library subscribes to 5 journals, 6 magazines and 8 different newspapers.** The library has **6468 books** including **reference books and Book bank for SC/ST.**
- It also it has a **photocopier** which enables students to take copies of the pages they require for study or reference.
- Students access the **library during working hours**
- The **library resource helps** students to **supplement classroom learning**.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 11

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 13.5

1.2.2.1 **Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
106	26	78	129	100

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

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

Response:

- # Professional Ethics:

  - The institution is affiliated to Bengaluru City University.
  - It doesn't have the autonomy to design its own syllabus regarding Professional Ethics.
  - Under the **broad spectrum of Professional Ethics** courses such as Business Ethics, Business Environment, Organizational Behaviour Business Regulation, Corporate Administration and Corporate Communication are designed by the university.
  - However, they are adapted to include case studies and live examples to make students inculcate ethical practices in business.
  - A **mock session** on **professional ethics was dramatized** through the poem '**Buying & Selling' by Khalil Gibran**

Gender:

- **Gender Equity Cell** ensures inclusion of **equal number of boys and girls in the student council.**
- There is a **good balance maintained between genders** in the admission process.
- **Special talks are organized to endorse social values such as gender equality, gender sensitivity, dowry as a social evil, women's health** etc.
- **Mixed seating in classes** is also seen in **classrooms** to create a friendly rapport between girls and boys.

Human Values:

- **Human values are embedded** in the **curriculum** for majority of subjects and especially in the language syllabus.
- This **is emphasized** while **teaching and instructing**.
- Students are **made to do charts to understand** what human values are.
- The faculty **highlight humane qualities** such as generosity, compassion, empathy, humanitarianism, respect for one and other, **ethical values in the classroom** in the course of teaching

Environment and Sustainability:

- Environment Studies is a compulsory paper for the students in first year B. Com., BBA and BCA.
- That is not an end in itself.
- The institution organizes activities related to green initiatives such as
- planting saplings
- vermicomposting
- construction of compost pit
- growing plants in pots
- Environment Day is celebrated with speeches, essay writing and drawing competitions.
- The college has adopted the BBMP Park nearby to carry out environment friendly activities.
- Special visitors and guests of honour are gifted with potted plants.
- Banning of plastic is implemented through plastic free week when no plastic is allowed in the campus. Students are advised to commute to college by cycle.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 51.06

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 410

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 67.11

2.1.1.1 **Number of students admitted year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
324	256	290	168	237

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
440	380	380	380	320

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 82.63

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

2021-22	2020-21	2019-20	2018-19	2017-18
197	169	156	133	130

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

2021-22	2020-21	2019-20	2018-19	2017-18
220	190	190	190	160

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 30.88

2.3 Teaching- Learning Process

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

Response:

Day to day activities and extracurricular and curricular activities in the institution involve the use of ICT tools extensively. Teaching-learning methods adopted by Community Institute of Commerce & Management Studies staff and students include `experiential, participative learning & problem solving methods.`

Experiential learning:

Experiential learning is learning through action, learning through experience, discovery and exploration. This is activated through

- **INDUSTRIAL VISITS**

- **INTERNSHIPS**

- **PROJECT WORK**

- **ADD-ON COURSES**

- **COMMUNITY SERVICE**

- **NSS ACTIVITIES**

- **ECOCLUB ACTIVITIES**

- **MODELS AND CHARTS**

1. **Industrial visits** are organised to visit various organisations and factories which provide an opportunity to learn practically through interaction, understand working methods and employment practices.
2. **Internships and project work** are undertaken by students of all streams for **real time learning** and **professional development.** They help develop **analytical and critical thinking, team work, time management and goal management.**
3. **Project works** for BCA is executed through **ICT tools.** The reports are also generated using ICT tools.
4. **Add-on courses** such as **Advanced Excel, Tally, Project training on JAVA/J2EE, Python Programming** and so on help students learn new technologies which make them familiar with software based education and use of ICT tools and online applications.
5. Community service is partially carried out through **NSS activities and NGO supported activities like food distribution**, and vermicomposting, **visit to orphanages and blind school.**
6. **Charts and models** are used to make students practise what they have learnt making concepts more understandable through demonstration.

Participative Learning:

This is done mainly through dividing classes into peer groups and assigning topics for presentation and learning. Every group has a leader who ensures that learning happens under his guidance. They include:

- **NEWSLETTERS**

- **GROUP DISCUSSIONS**

- **PLACEMENT ACTIVITY**

- **INTER COLLEGE FEST**

- **ASCEND- INTRA DEPARTMENT COMPETITIONS**

- **WEBINARS**

- **LANGUAGE CLUB ACTIVITIES**

- **STUDENT PAPER PRESENTATION**

1. **Newsletters** serve the purpose of participative learning or experiential learning. Student committee is formed to edit and collect articles, pictures through the official emailed created for the purpose: sushilarjn2016@gmail.com.
2. **Group discussion** and **mock interview** are conducted for final year students in order to prepare them to face real time interviews.
3. **Placement Cell** of the college has been regularly conducting placement drives. Students have been placed in HDB, Infosys, Qspiders and so on.
4. **Inter & Intra College Fest – *Spoorthy & Ascend***, gives students a platform to improve their **communication, organisational skills, self-confidence and interpersonal skills.**
5. **Language Club activities** are ideal ways to involve students in **participative learning.**

Problem Solving Methods:

- **QUIZZES**

- **FIELD STUDY**

- **PROJECT WORK**

- **INNOVATIVE CELL ACTIVITIES**

- **CLASS ASSIGNMENTS**

1. **Quizzes** like English Literary Quiz, IT quiz and Business Quiz tests ability of students to solve **problems related** to subjects.
2. Students were sent on **Field Study** to various organisation which enabled them to analyse various issues related to business organisations NGOs.
3. Innovation Cell-***Metamorphosis*** provides the platform for innovative thinkers to take forward their entrepreneurial, creative ideas.
4. Students are given assignments such as creating **brochures, posters, survey reports.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

2021-22	2020-21	2019-20	2018-19	2017-18
26	24	22	20	21

File Description	Document
Upload supporting document	[View Document](#)

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 23.89

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
5	8	6	5	3

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system

is time- bound and efficient

Response:

1. At Community Institute of Commerce & Management Studies, the **Examination Committee** comprises the following members:

a. Principal - Chief Superintendent

b. Senior faculty member - Deputy Chief Superintendent

c. Rest of the teaching & non-teaching staff are assigned duties for the successful conduct of end semester examination.

1. The end semester examination is conducted by the university which designates the college as an examination centre.
2. The college strictly follows the guidelines and rules issued by the affiliating university while conducting **internal and external examinations.**
3. **Two internal assessment test**s are conducted each semester. ?
4. **Timetable** for both the internal tests is prepared well in advance and circulated among the students at the earliest. ?
5. The first Internal test is conducted after completion of **50% of the syllabus for 50 marks**.
6. The Second Internal test is conducted after completion of the **entire syllabus.**
7. **Seating arrangement** is made for the internal tests and displayed on the notice board.
8. **Question papers** are prepared by subject faculty according to a pre-defined scheme.
9. After evaluation, the **internal answer scripts** are distributed to the students to assess their performance and clarify doubts.
10. Following clarifications, the students have ample scope to improve their **performance**.
11. **Parent Teacher meet** is conducted to highlight the performance of the wards.
12. **Presentations, projects, assignments** and attendance are also the decisive components for internal assessment.
13. After preparing the **internal assessments report,** a copy is submitted to the HoD and Principal.
14. **75% attendance** is mandatory for all subjects to appear for end semester examination.
15. Total marks for each course shall be based on **continuous assessments and end semester examinations.**
16. As per the decision taken at the Karnataka State Higher Education Council for NEP, **40 marks are assigned for internal assessment while 60 is the maximum mark for the End semester** theory examinations. In case of practical examination **internal assessment is for 50 and 50marks** for End semester practical examinations.
17. **Total Marks for each course: 100% Continuous assessment   (Cl) :20% marks Continuous assessment**

(C2) :20% marks End Semester Examination

(C3) :60% marks.

18. The marks of the internal assessment are displayed on the college **notice board** and also sent to the official class WhatsApp groups.

19. **Hard copy and soft copy of the Internal assessmen**t marks is submitted to the Registrar (Evaluation) at least 10 days   before the commencement of the University examinations.

20.The answer scripts are evaluated at different evaluation centers designated by university and the **final result is declared.**

21. If any student has **grievances related to evaluation** of university answer scripts, he/she can apply for photocopy/revaluation.

22.The University declares the result of the challenge evaluation/scrutiny on the university website after completing the **remedial process.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

Program outcome for B.Com

- Knowledge of Accounting, Taxation, Auditing, Financial Analysis and Management.
- Professions in the field of Accountancy –

1. Chartered Accountant
2. Cost and Management Accountant
3. Company Secretary
4. Stock Analyst
5. Banking Sector Officers
6. Insurance Intermediaries

Program outcome for BBA

- The program focuses on developing business acumen & employability skills giving students the confidence, knowledge & expertise required to function in a global setting.

- In addition, it provides vast insight into various fields of commerce & management.
- Help students graduate with much needed attributes: knowledge of business management, emerging technologies, research & business intelligence, problem solving & decision making, creativity & innovation, intercultural competence & team work.
- **Professions relate to BBA**

1. Finance Manager
2. Marketing, Manager.
3. Information, System Manager
4. HR Manager
5. Civil Service
6. MNC/ Broking.

Program outcome for BCA

- Focuses on

1. Problem Solving Techniques
2. DBMS
3. Operating System
4. Computer Networks
5. Python programming
6. Artificial Intelligence

- Software Engineering
- Promotes knowledge of design techniques, analysis, coding, testing, operation & maintenance of networks, databases, information & data security and computer systems.

ATTAINMENT OF CO & PO

- Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes are interlinked.
- Course outcome is based on Internal Assessment components according to University guidelines such as two internal tests, assignments and projects for all subjects.
- Students' performance in tests, presentations, participation in debates, group discussions and submission of assignments and projects is evaluated for 30/40 marks which comprises Course Outcome
- Program Outcome is assessed in terms of performance in end semester university examination out of 70 /60. Course Outcome and Programme outcome are linked to result analysis, credit points/CGPA which helps in calculating college toppers and university rank holders.
- These outcomes are further linked to admission for Post-Graduation Courses through PGCET or placement opportunities through or research pursuits.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)	

2.6.2 Pass percentage of Students during last five years

Response: 80.02

2.6.2.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
214	121	173	113	120

2.6.2.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
241	137	220	164	164

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 *Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)*

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Education without practical exposure is of little or no value. Thus the institution gives utmost importance to **strengthen the learning experience of students through practical applications and real time experiences such as industrial visits, projects, internships and apprenticeship**.

- The college strongly believes that education can be enriched through **experiential learning, participative learning and learning through activities**.
- **ICT enabled classrooms** provide the right ambience for students to experience experiential learning.
- This is implemented through **projects, internships and community service.**
- **Lab sessions** which include projects connect academics to industry requirements.
- **Pedagogy** is supplemented with presentations by staff and students and **case studies** based on imaginary situations.
- Besides in Language classes **role plays** are used to improve communication skills through **dramatization**.
- **Quiz competitions** are conducted to strengthen learning in class
- In addition, students participate in quiz competitions organized by departments and language clubs.
- The **Inter College Fest, Spoorthy** is organized and planned by students which includes events like

Best Manager, product launch and quizzes.

- To improve the **communication skills and analytical skills, debates** are organized by Language clubs.
- Internal faculty also train students in **group discussions,** guide them in taking up **aptitude tests** and **mock interviews** thus preparing them for life skills and employability skills which include skill development.
- **Skill development activities** include apprenticeship in companies where they learn various skills such as accountancy, taxation, bookkeeping, marketing, human resource management.
- The **library** provides the resources to keep abreast with current developments in their specialization and career development.
- **Seminars, webinars, student development programmes, workshops** on various concepts relevant to the subjects they learn provide them with additional practical knowledge which will be useful to them as they make their transition into the corporate world.
- Orientation programme for the first year students are include **bridge courses** in each subject and **personality development courses.**
- **Industrial visits** to various companies and organization are organized every year for final year students of all programs.
- These include visits to KMF Dairy, Mysore Silk Factory, Mysore Sandalwood Soap Factory.
- **Domain specific knowledge and practical** exposure are added advantages for students while visiting industries.
- Employment practices, work ethics, and technical knowledge acquisition are some of the benefits accrued through industrial visits.
- **Field visits** teach students the importance of community social responsibility which plays a decisive role in startups and industries highlighting the importance of balancing social responsibility with industry requirements.

- **The outcome of these practices is that a student learns to combine theoretical knowledge with practical experience which ultimately paves the way for students to make a smooth transit into their professional life.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2 *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

Response: 31

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on**

Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
18	2	2	6	3

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1 *Number of research papers published per teacher in the Journals notified on UGC care list during the last five years*

Response: 0.11

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
4	0	0	1	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response: 0.04

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	1	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

- **Extension activities** are those which hinge on societal responsibilities.
- They teach by example how important it is for students to acquire a sense of **responsibility towards society** which helps develop a humane attitude towards issues in society.
- The world today is beset with many burning problems which require an empathetic attitude. This is best cultivated through extension activities.
- At Community Institute of Commerce& Management Studies, **extension activities are integrated into the curriculum**. They are considered as extended opportunities to help and serve society. Students are sensitized to social issues leading to their holistic development.
- Social issues that need immediate attention are identified by the institution to sensitize students to participate in activities that promote social responsibilities.
- The significant contributions to society by students as guided by the faculty can be summarized in the following write up:

  - **Awareness on road safety**

  - **Yoga & classes on health & wellness**

  - **Waste Management.**

  - **Plastic free campus**

  - **Blood donation**

  - **Visit to orphanage & blind school**

  - **Mock voting sessions**

IMPACT OF THESE ACTIVITIES ON STUDENTS

1. A **road safety awareness program** in association with Jayanagar Police station was organized to create awareness about traffic rules and violation of road discipline in 2021-22.
2. **Yoga, Health and Wellness programmes** were conducted to ensure the wellbeing of students through **practical sessions and classroom lectures**.
3. A cleanliness drive under the **Swatch Bharat mission** was organized to emphasize the importance of sanitation and keeping one's surroundings clean and trash free.
4. **Plastic is a non-biodegradable material.**
5. To discourage its usage, **essay writing competitions and presentations** were conducted in college.
6. The **BBMP park** adjacent to the institution offering facilities for walking, resting meditation and exercising is maintained by the Management.
7. The students took it on themselves to clean the park and its surroundings and **plant saplings** and water the park.
8. This practice made students aware of their responsibilities in promoting green initiatives and an **eco-friendly environment.**
9. The college organised two **blood donation camps in 2017 and 2020**
10. Around **fifty students** donated blood without any compulsion realizing the importance of saving lives.
11. The students of final year B.COM, BBA and BCA along with a few faculty members visited **Samarthanam Trust, an orphanage to donate essentials, clothes and cash.**
12. They also contributed in cash and kind and provided lunch and snacks to a blind school and an orphanage which are in urgent need of support as they lack sponsors.
13. **Toiletries,clothes, stationary & grocery** were distributed to the inmates.
14. **Mock voting session** polling was conducted in the institution to stress the importance of voting as a fundamental right.
15. A **pledge** was taken to make the students aware of their voting rights and responsibilities in a democratic nation.
16. **Essay competitions** were conducted in all languages on **Voter's Day.**

Thus extension activities in the institution focus on transforming students into socially responsible citizens. They imbibe in the students the quality of serving society and giving back to society what society has provided them with.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

We have not received any awards from government or government recognized bodies.

But we have done a number of extension activities under the banner of NSS: community bound activities such as interaction with orphanages, blind school, carrying out green initiatives in the neighbourhood and the adopted park like making a compost pit, vermicomposting, rain water harvesting, COVID related protocols, blood donation camps, traffic awareness activities and such similar activities.

Competitions have been conducted in the college to highlight the disadvantages of using plastic, segregation of wet and dry waste and the importance of being registered in the electoral list and so on.

 We are confident that by the next NAAC cycle we will be able to get awards and recognitions for our extension activities from government and government recognized bodies.

File Description	Document
Upload Additional information	[View Document](#)

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

Response: 13

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

2021-22	2020-21	2019-20	2018-19	2017-18
2	6	1	2	2

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 8

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

- **Community Institute of Commerce & Management Studies situated in a prime location., in Jayanagar Bengaluru offers B. Com (General), BBA (General) & BCA Programs.**

- **The college has adequate infrastructure and facilities: computer lab, library, business lab, auditorium, placement cum seminar hall, staff room, rest room, common rooms for boys and girls, administrative office, health centre with first-aid kit, yoga room, potable drinking water, CCTV surveillances, lift facility, fire safety equipment and rain water harvesting facility.**

- **Lift facility** maintained by Johnson Company is available in the college from cellar to 4th floor and ramp facility is available in the campus installed by **Sahiba Stairlift**.
- A **government hospital** is situated near the college campus and a private hospital 500 meters away where emergency medical aid is available for staff and students.
- An induction stove is available in the cellar for making tea/coffee for all staff members.
- **Generator facility** available ensures uninterrupted power supply in the event of power disruption.
- The institution has a well maintained campus spread over 29269 sq. ft.

- **CLASSROOMS: The institution has 18 well-furnished classrooms:8 classrooms are ICT enabled. It is well ventilated, well furnished, spacious with quality furniture, fixtures, green boards and CCTV.**

- **COMPUTER LAB: A well-equipped and established computer lab with power back in the 3rd floor has 122 computers with LAN connection and High speed internet/ Wi-Fi.**

- **BUSINESS LAB: The institution has a business lab with ICT facility for enhancing practical aspects of commerce and management. It disseminates knowledge about stock exchange, currency values, virtual online trading etc.**

- **COMPUTING EQUIPMENT: 135 computers along with peripherals such as 7 printers cum scanners and a photocopier machine are available for use.**

- **AUDITORIUM AND SEMINAR HALL: The institution has a well furbished, air conditioned ICT enabled auditorium with 150 seats and an ICT enabled seminar hall with 60 seats. It is also used for placement activities.**

- **SPORTS: The sports room is located in the third floor with required equipment. Outdoor games such as throw ball, cricket, volley ball, disc throw, running race, relay, short put are conducted in Rani Chennamma Ground situated near the college in association with BBMP, Jayanagar and Muneeshwara Devasthana Abhiruddi Sangha Trust playground.**

- **YOGA CENTRE- The yoga room in the college is used for YOGA activities for students and staff members. The International Yoga Day is celebrated on June 21st every year.**

- **CULTURAL ACTIVITIES: Cultural week is observed in the college comprises cook without fire, rangoli, dance, singing, face painting, bride and bride groom make up, wealth out of waste, ethnic day, Spectrum Week etc., to make students understand the importance of culture and traditions.**

- **BBMP PARK MAINTENANCE: The BBMP park adjacent to the institution is adopted by the college and activities are conducted under the banner of NSS.**

File Description	Document
Upload Additional information	[View Document](#)
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 20.92

4.1.2.1 **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
46.69	98.17	7.90	15.97	4.94

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

Community Institute of Commerce & Management Studies is one of the premier institutions offering education in the field of **Commerce, Management and Computer Applications** since 2007.

The college has a well-stocked library for UG students which fulfills the needs of the **faculty and students** in providing the required **learning resources** at all times. It collectively supports the **teaching and curricular activities** of the Institution.

The library accommodates 50 students at a time. **libsoft 9.8.5 version** with 1 server and 2 clients is **fully automated** since 2021.

Book database is created in the library. Issue return process is maintained from time to time for students and faculty. **Barcode System** is used for Book issue and return.

Name of the ILMS software : **Libsoft**

Version : **9.8.5 version**

Nature of automation : **Fully automated (2021)**

Library is equipped with a computer, printer, barcode system, photocopier and 3 computer system for E-Library with Wi-Fi facility.

E-Library: It has **112** different e-books which is available to staff and students.

Circulation of Books: It is made available to all students of B. Com/BBA/BCA Courses with the use of book issue card and for faculty through the Issue Register.

The Library maintains the **accession register** which is updated regularly to include **new books, magazines, newspapers and journals** subscribed.

It has **6468** number of books out of which **1300 are reference books and 1800** books are specially reserved for **SC/ST book bank.**

Subscriptions:

- **Magazines:** It has subscriptions for **6** different magazines on weekly and monthly basis namely-CSR, India Today, Spardhaspurthy, Spardha Vijetha, Sudha and Tharanga.
- **News Papers:** Totally **8** newspapers are subscribed: Economic Times, Times of India, Indian Express, Hindu, Deccan Herald, Prajavani, VijayaKarnataka, Vijayavani.

- **Journals: 5** journals subscribed annually are Digit Open Source for You, Commerce and Accounting Research, Prabhandhan, Indian Journal of Management, Indian Journal of Marketing.

Amount spent on Purchase of Books/Journals.

YEAR	AMOUNT IN RS.
2017-18	**79427**
2018-19	119967
2019-20	**108576**
2020-21	**Nil (Due to pandemic)**
2021-22	**16113.90 (Journals)**

Per day usage of Library – The regular usage of library by staff and students is 50 members approximately on a daily basis.

Department Library

Departments of Commerce, Management, Computer Applications and Languages have their respective libraries in the staff room for reference. All faculty members can borrow the required books by entering in the Issue register maintained by the respective department heads. The Department of Commerce has 76 text books and Department of Management has 54 text books, Department of Languages has approximately 70 books inclusive of Kannada, English and Hindi. Department of Computer Applications has 100 text books (Approximately).

File Description	Document	
Upload Additional information	[View Document](#)	
Provide Link for Additional information	[View Document](#)	

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

The college provides adequate **IT facilities** for the benefit of students and faculty members. The IT facilities for teaching and learning are updated and enhanced periodically to cater to the needs of the students and staff members. With the upsurge in ICT enabled and virtual learning platforms, the need for IT facilities has considerably increased. Students look forward to learning supplemented with ICT tools. Hence the institution has taken note of it and has updated the existing IT facilities.

- The college provides hardware and software facilities and updates on regular basis.
- The computer lab provides sufficient facilities for students with the latest version of software.
- The installation of latest software is especially significant for students of Computer Applications.
- The college office is provided with required IT enabled services and **bio-metric facilities for staff login and log out**
- The **library** is equipped with **Internet & Wi-Fi connection**, personal computer, **photocopier machine,**
- The library maintains records of books with **Libsoft 9.8.5** fully automated version
- **Barcode scanners** are used in the library.
- **E-library** maintains e-resources: 112 e-books.
- Eight classrooms are ICT enabled **(projectors)**
- All the corridors are equipped with **Wi-Fi router connection(Ethernet)**
- College office, classrooms, library, staff room, labs are also **Wi-Fi enabled**
- **Seminar hall/Placement Cell, auditoriums, IQAC Cell and Business Lab are also ICT enabled.**
- **Staff room** is also Wi-Fi enabled and has **intercom facility.**
- The staff room has a system and printer.
- The **Administrative Office** has 4 systems and 3 printers, intercom and landline facilities.
- The **Principal's cabin** has a system and a monitor for **CCTV coverage.**
- Teaching faculty and students use the **College laptop** for presentations.
- ICT facilities are used for various activities in the college.
- **Printers** are provided in college office and staff room for official use.
- **Internet bandwidth** with speeds up to **1GBps** with data limit of **3.6TB** per month and **4MBps** Post FUP speed is the plan currently in use as offered by **ACT Enterprise Exceptional Plus**
- **CCTV coverage** encompasses the entire college covering every nook and corner for security and vigilance.
- Total computers available in the college campus is **135** systems out of which **122** are in the computer lab.
- **LED Digital Display Board** placed at the entrance of the college displays all important events and activities on a day to day basis.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 6.32

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 127

File Description	Document
Upload supporting document	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 19.05

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

2021-22	2020-21	2019-20	2018-19	2017-18
43.65	25.04	31.21	33.51	24.75

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 20.97

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

2021-22	2020-21	2019-20	2018-19	2017-18
154	104	212	67	145

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2 *Capacity building and skills enhancement initiatives taken by the institution include the following*

    1. Soft skills
    2. Language and communication skills
    3. Life skills (Yoga, physical fitness, health and hygiene)
    4. ICT/computing skills

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 28.97

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
247	138	221	168	168

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 27.18

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
125	33	52	21	25

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
247	138	221	168	168

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

5.2.2.1 *Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	0	0	0

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

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

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

Response: 5

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at*

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national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
5	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 17.8

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
09	03	32	15	30

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

VISION

- The institution aspires to establish a lifelong and mutually beneficial partnership with the alumni.

- To connect the alumni with the institution and with batches of students in the present and future

MISSION

- To promote exchange of academic and business experience with the students of the institution.

- To inspire and motivate the students seeking better opportunities to learn and grow.

- To promote goodwill and sense of pride to both alumni and students.

- To help and support alumni develop and spread a benevolent and innovative mindset among students.

- To work with the institution and bring in new technologies and improvements that shall set industrial expectations.

- To associate with the institution in planning and execution of alumni events.

- To provide training and internship opportunities for the present and upcoming batches.

Alumni Association gives a strong foothold to the institution. The institution was established in 2007 and we have 13 batches of passed out students. Though we don't have a strong Alumni connection, we can assert that we have 150 Alumni registered in our Alumni database. In addition, we have an official WhatsApp Alumni group which is 189 strong with whom we interact and try to build a close rapport with The alumni keep communicating with us answering our queries and offer suggestions in terms of placement, training and internships. During the pandemic years. i.e. 2019-20 & 2020 -21, we couldn't connect with them but thereafter we have earnestly started communicating with them and asked them to give us their support by way of assisting with placements, providing internships and conducting student development programmes and workshops for the existing and future batches.

In 2021-2022 we called for the first Alumni Meet and many turned up. We interacted with them and asked them to set the ball rolling by showing their loyalty to their alma mater in whichever way they could.

The proceedings of the meet are as follows:

1.Rizwan of 2009 BCA batch anchored the event

2.Rachana of 2017 BCA batch gave the welcome address

3.Rachana of 2017 BBA batch gave the vote of thanks

4.Students from various batches and streams recalled their days in college with nostalgia

5.They have vowed to assist with placements and training.

5.Feedback forms were distributed, filled and duly returned

6.Informal photo sessions

Future plans

We wish to enlarge and expand the existing data base of alumni so that the institution will find enrichment through their assistance and support.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

VISION

To arouse and awaken the spirit of inquiry through the teaching-learning process with the integration of Technology.

Expansion

To kindle the ability in students to think independently and creatively which paves the way for evolving into future leaders with an empathetic attitude and inspiring them to be responsible and socially useful citizens.

MISSION:

To promote knowledge based activities that require analytical and logical skills.

Expansion

- To arouse and awaken the spirit of inquiry through the teaching-learning process with the integration of technology.
- To create leaders who can solve problem and make decisions independently with emphasis on emotional quotient.
- To inculcate values and discipline in work and behavior.
- To promote student participation and involvement through innovative teaching.
- To train students to think and act independently.
- To promote social awareness through extension activities.
- To empower students to achieve excellence in professional and competitive world.
- To bridge the gap between academics and corporate world through training programmes.

Nature of Governance

To kindle the ability in students to think independently and creatively which paves the way for evolving into future leaders with an empathetic attitude The institution follows democratic and participative mode of governance. The **Governing Council comprising management, Chairman, Secretary, Principal and faculty representatives** coordinate in designing and making policies which are shared with the staff whose opinions are considered before final implementation.

Decentralization is evident through the various committees and cells headed by staff in charge identified

by the Principal and supported by fellow colleagues. The work of the committees is decided by the committee members and plans are made through discussions and deliberations. The cells in the college follow the same principle in letter and action.

Participation in Institutional Governance

- Teachers play an active role in institutional governance. They are involved in various committees **like timetable committee, admission committee, Counselling Committee, Examination Committee, Discipline Committee, Cultural Committee, Sports Committee, IQAC Committee, Newsletter/Magazine Committee** and so on which are various facets of governance.
- The Principal and staff play a crucial role in guiding students to participate in **extension activities, NSS, Eco Club** which further contribute to the governance of the institution.
- **Admission Committee** is one of the outstanding committees where governance is visible through counselling sessions for students prior to admission
- Through the **Counselling Committee** the staff advise students regarding their academic and personal problems which is reflected in their academic performance and personal life. It helps them to gain self-confidence and keeps them motivated and focused in their academic goals.
- **The IQAC Cell** chaired by the Principal and associated senior, experienced staff guide the newly recruited staff towards quality enhancement in both curricular extracurricular and extension activities. It provides a platform for the newly recruited staff to gain professional experience and improve their qualification in terms of higher education or appear for competitive examination.
- **The IQAC Cell** ensures quality and high standards in curricular, extracurricular and extension activities. The events and activities are planned, designed and supervised by the cell to ensure that they are well organized.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The institution Strategic /Perspective plan is effectively deployed

- CICMS has a distinct **organizational structure** comprising the **Governing Council, Management and the Principal** who steer the management systems towards implementation and continuous improvement.
- The **policies** of the institution are decided by the **Management, Governing Council and Principal**

according to the UGC policies, State Government rules and rules of the affiliated university.

- **Fee structure, fee concessions, budget for the financial year, amendment of policies, approval of appointments** are also decided by them.
- Introduction of **new programs and/or increase in intake of programs/reduction in intake** is also decided by the Governing bodies. **Finance Committee** approves proposals for the development of infrastructure and scholarships on the recommendations of the **Governing Council and the Management**. All rules and regulations are stated in the service manual drafted by the Governing Council.
- The **Principal** is responsible for the college functioning and growth including **admissions, administrative academic, co-curricular, extra-curricular** and **extension activities**.
- At the **department level,** the **heads of the departments** are directly responsible for coordinating all **departmental academic**, extension and **extracurricular programmes** of the college.
- **Faculty members** act on the **advice** of the **Principal** and **Department Heads** and carry out activities in a systematic manner.
- The Principal, Heads of Departments and the faculty support, cooperate and coordinate all academic endeavors.

Service Rules

All staff members are introduced to the service manual. Faculty are educated about **service rules**, responsibilities, **discharge of duties**, **increments,** kinds of **leave, code of conduct, OOD** for attending FDPs, **seminars, workshops** and **professional examinations** for **academic progress**.

Recruitment:

The **minimum age limit is 18 years** and the **maximum age limit** for recruitment is as **prescribed by government**. However, **the maximum age limit is relaxed** by the management if the candidate is **found fit to continue**. The **qualification, teaching experience** and other **eligibility for recruitment** is as prescribed by (state Government). However, selection of the candidate is decided by the selection committee. The **recruitment process** comprises **face to face interview/panel interview, technical round and demonstration.**

PROMOTION:

Promotions are given to senior faculty with **expertise and stipulated years of experience.**

If and when the vacancy arises,**Assistant Professors** are promoted to the position of **HoDs** keeping in mind their performance and dedication to work.

Deployment of Institutional Strategic /Perspective/Development Plan

The institutional strategic /perspective plan is effectively deployed by the institution through

- The **vision and mission statements, strategic plan and action plans** designed in such a manner that **quality policy** is driven and deployed in every process.

- **Innovative teaching learning methods** including **cooperative learning**, **group discussions, seminars, peer learning, experiential learning, presentations, guided lectures** etc.

- **Industrial visits and guest lectures** for **sprucing the curriculum**.

- Use of **teaching aids** such as models, charts, multimedia presentations

- Introduction of **online academic monitoring system**.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Yes, the institution has welfare measures for both teaching and non – teaching staff. The college aims at ensuring better work efficiency and job satisfaction by providing appropriate facilities to its employees.

Employment Welfare measures provided for Teaching and Non – Teaching Staff

- The welfare scheme is operational in providing safe and clean work environment.
- Employee Provident Fund for teachers serving the institution for a long term and all non-teaching staff.
- Medical leave/Casual leave /Sick leave/Earned leave
- Reservation of seats and Concession in fee for wards of the staff studying in the college.
- OOD is provided for attending Examination, Workshops, Orientation courses, refresher course and conference.
- Gifts on special and festive occasions.
- Refurbishing of cabins periodically
- Teacher`s Day Celebration – (teaching and non –teaching) staff are honoured by the management with gifts of considerable value and lunch.
- Staff tour is sponsored by the management every year for teaching and non-teaching staff.
- Uniforms are provided for attenders and housekeeping staff.
- Staff have round the clock access Wi-Fi Facility for reference and research work.

Institution has performance Appraisal system for teaching and non – teaching staff.

- Yes, the institution has a performance appraisal system for all teaching and non – teaching staff. Every faculty member has to submit a self – appraisal form to the HODs who gives his/her feedback   and forwards it to the Principal who evaluates performance based on the following parameters:

1. **Results**
2. **Contribution to the college in various capacity**
3. **Improvement**
4. **General Behaviour and Attitude**
5. **Outstanding Achievement**
6. **Student Feedback**
7. **Results** –average of all the subjects handled in previous academic year
8. **Contribution to the college in various capacity**
9. **Improvement**
10. **General Behaviour and Attitude**
11. **Outstanding Achievement**
12. **Student Feedback**
13. **Footnotes/Post Script**

- Teaching faculty performance is reviewed based on student results, punctuality, commitment, teaching skills and involvement in other college activities.
- Non – teaching faculty are assessed based on attitude towards stakeholders, visitors, co –workers, staff/student, job performance, and overall behaviour.
- Student`s feedback on teachers and teaching learning process are reviewed with utmost importance.

The feedback form has a well-defined set of questions that help the students to evaluate the teaching capacity based on specified parameters. These details are accessible to staff so as to help them improve their performance.

- The Principal understands the students 'feedback and shares it collectively and individually across the staff. If there are any issues of concern, the faculty member is guided to overcome the drawbacks without lowering self-esteem. Wherever required, counselling is provided to the staff in order to help them improve their professional capabilities

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

Response: 25.66

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

2021-22	2020-21	2019-20	2018-19	2017-18
4	7	4	7	7

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 90.32

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
26	24	21	20	21

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	6	5	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Institutional strategies for mobilization of resources

Policy for resources mobilization

- Institution mobilizes funds for recurring expenses like maintenance and operations mainly through student fee collection. Incidentally fee structure varies for each program. The entire financial needs of the institution are managed through these funds.
- The institution has a well –defined mechanism to monitor effective utilization of available financial resources for the development of the academic process and infrastructure. Funds are allotted by the Management for conducting major events like inauguration of first year degree classes, college fest, Sports Events, Orientation programmes, FDPs and such events.

Institution conducts internal and external financial audits regularly

The institution has its own internal audit mechanism, an ongoing continuous process in addition to external audits. Qualified internal auditors from external resources are permanently appointed. A team of staff under them do a through check and verifications of all vouchers ,supporting documents ,records and books, e –statements of the transactions ,bank reconciliation statements, test cheque and verification of the events happened in the area of financial managements.

Mechanism of Internal audit and settlement of objections implemented in the institutions is as follows :

Internal Audit:

- Examine the previous financial statements
- Evaluation of Internal control system
- Verifications of student`s fee registers
- Authorization of fee concessions, controls, policies
- Examining the Bank pass book
- Examining grants, sponsorships, deposits, payments
- At the end crosscheck all procedures and educating to put control for all transactions
- Interdepartmental stock checking reports

External Audit:

External audit is carried out in an elaborate manner on yearly basis by **MUKUNDA SHIVA AND ASSOCIATES, CHARTERED** ACCOUNTANTS. The institution accounts are audited regularly by both Internal and statutory auditors. As of now there is no major findings/objections. Minor errors of omissions and commissions pointed by the audit team are immediately rectified /corrected and precautionary steps are taken to avoid references of such errors in future.

- Examining the procedures and policies and regulations.
- Verifying the salary payment, TDS, Income Tax, EPF, Professional tax and such
- Examining the property titles, approvals, fee payments to regulation bodies
- Evaluating fee receipts
- Certifying the audit report
- Filing the Income Tax returns regularly
- Evaluating the Balance sheet

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The **IQAC has unfailingly striven** to enhance the **quality of teaching, curricular activities** and practices using various strategies such as

- Organizing student development programmes, faculty development programmes, add on courses, workshops, webinars, presentations and taking student feedbacks regularly in order to work on the lapses and improve teacher performance.
- **Result analysis** in addition to **self-appraisal forms.**
- **Pedagogy** is further accentuated through regular use of **ICT**, augmenting the services of the library through the use of **e-books and lib** software services and through **experiential learning**.
- The **IQAC** convenes meetings once or twice a year, as and when the need arises
- It collects feedback through student reviews of teaching, **self-appraisal forms, audit reports, reports of events and programmes** held for both curricular and extracurricular activities.

It reviews teaching learning processes, structure and methodologies of operations and –learning outcomes at periodic intervals and records the incremental improvement in various activities.

The **IQAC** follows **different methodologies** to review teaching learning processes.

- **Lesson plans**, **student feedback, academic audit, internal tests, remedial classes, assignments and projects** are some of the methodologies employed
- **Slow learners** are put on track through **remedial classes** where each lesson is split into smaller units and tests are conducted.
- Further it ensures that the **teaching learning process** is **enriched** through **PPT presentations** by staff and students **display of charts**, **group discussions, quizzes** and **SDPs**
- In addition, it enhances teachers' competence through conducting **FDPs, Orientation programmes and conducting workshops.**
- Incremental improvements in activities such as **curricular, extracurricular, extension activities, industrial trips** are recorded through **feedback and reports**.
- Value added courses such as Advanced Excel and Tally have been introduced to complement the theoretical aspects of learning.
- Local Inspection Committee of the affiliated universities conduct audits and their suggestions and recommendations are taken into consideration to bring in incremental improvements.
- Parent Teacher meetings are arranged once every semester which enables parents to be aware of their children's performance and adopt corrective measures.

The IQAC initiatives in the administrative domain relate to

- The introduction of Tally software for maintaining accounts.
- The systems in the college are internet connected and used for exchanging academic communication related to admissions, examination, result analysis, internal marks, timetable, workload, attendance.
- The college website is updated from time to time to include relevant matters regarding academics and administration.
- Sports practices happen in Sri Muneeshwara Devasthana Abhiruddi Sangha Trust ground and annual Sports Meet in Kittur Rani Chenamma Stadium.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)/ membership of international networks**
3. **Participation in NIRF**
4. **any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Institution shows gender sensitivity in providing facilities such as

Gender equity is one of the main problems faced by society. The institution provides equal opportunities to all students and staff irrespective of **gender, race, caste, color, creed**, **language, religion. Safety, security** and friendly working atmosphere are the main concepts of the institution. To create further awareness about gender equity the Internal Complaint Cell comprising **Anti Sexual Harassment, Anti Ragging and Gender Equity Cell** organizes activities every year.

a) Safety and Security

b) Counselling

c) Common Room

a)Safety & Security

- The Institution gives high priority to safety and security of girls. The institution has **CCTV** coverage which ensures safety and security. The institution has a **Grievance Redressal Cell (NIGRAHA)** to resolve the concerns of students, be it related to academics or personal.
- **Women** related issues are handled with greater confidentiality.
- **The Grievance Redressal Cell** strives towards resolving issues, if any.
- The faculty members also take turns to ensure safety in the premises.
- The institution is associated with the **BBMP** hospital in order to address any primary and **emergency health issues**.
- **Complaint box** of **Grievance and Redressal Committee is kept at a vantage point.**
- **CCTV in the campus** monitors **safety and security.**
- **Separate common**/ rooms rest rooms are maintained for boys and girls.
- Awareness programmes on **health and hygiene are organized** for girls in the campus.

b) Counselling

- The Institution has a separate **Counselling Cell** "**SAMADHANA**"to counsel the students.
- The Cell aims at providing psychological and moral support.
- It focuses on encouraging students to build the right attitude towards life.
- **Girls who face health** related issues are advised to follow regular healthy diet and avoid junk food.

- The Institution also conducts activities related to health and adolescent issues to **create and spread awareness**.
- Some problems related to study habits, **social behaviour, phobia related to examination, anxiety and depression, lack of confidence, time management for study purposes, concentration problem,** etc. are addressed by the members **the cell.**
- Girls who are **already married and pursuing their graduation**, are counselled to continue their studies and higher education.
- They are advised **to focus on both family and career**.
- Counsellors are skilled at helping students understand themselves and their feelings.

c) Common Room

The institution has **a separate common room for girls and boys which have recreational facilities.**

Health Centre

Students can utilize the **facilities** available in the **Health Centre** which is equipped with basic medical facilities.

The following is the list of National & International commemorative days, events & festivals the institute celebrates every year and make the students and faculty to participate.

SL NO	EVENTS CONDUCTED	DATE/*APPROXIMATE DATE	
1	Republic Day	26th January	
2	Women's Day	8th March	
3	World Environment Day	5th June	
4	International Yoga Day	21st June	
5	Independence Day	15th August	
6	Teachers Day	5th September	
7	Ganesha Chaturthi	Month of September	
8	Gandhi Jayanti	2nd October	
9	Dasara	Month of October	
10	Kannada Rajyostva	1st November	
11	National Integration Day	19th November	

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2 The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**

4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

- Every institution has the bound duty of transforming students in their care to **citizens who are eager to fulfil social obligations and duties towards their country**.
- These objectives are carried out through various events and programmes. The teachers involve students in these activities to introduce them to organizing events systematically and also drive home the importance of being involved in **socially responsible activities which will shape them eventually into responsible citizens of India**
- **Legal Awareness Programmes** related to drug abuse, ragging and sexual harassment have been conducted for two years with the help of the Circle Inspectors at Siddapura Police Station.
- The **Anti-Ragging Cell e**nsures that there is no ragging by **counselling** the students and also with the help of **CCTV cameras.**
- The **Anti Sexual Harassment Cell** has promoted awareness about teasing and sexual harassment at work through off line/ virtual mode.
- The importance of gender equality is often seen in admissions where the ratio between boys and girls admitted is more or less equal
- The **NSS wing** organized a procession during the **COVID** pandemic to emphasize the importance of **wearing masks, using hand sanitizers, maintaining social distance** and taking precautionary vaccination to prevent the spread of the pandemic**.**
- **Free masks and hand sanitizers were distributed to the public.** At the college campus, **hand**

sanitizers and masks were handed over to students after thermal scanning.

- **RTPCR test** camps were conducted for **both teaching and non-teaching staff**, students and public.
- Two vaccination drives were conducted in association with **BBMP for both teaching, non-teaching staff, students and public.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

1. TITLE OF THE PRACTICE— BBMP PARK MAINTENANCE

2. OBJECTIVE OF THE PRACTICE

- The college maintains **the nearby BBMP Park for creating lung space and offering facilities to the public for walking**, **meditation** and **exercising.**
- This practice also makes students aware of promoting **eco-friendly activities.**
- The compost pit in the park provides an **opportunity for students to learn to make manure** out of dry leaves.

3. THE CONTEXT

- **National Service Scheme** and **Environment Club** fulfill the practice of increasing the **green space in the city**.
- The participating students realize the importance of **eco system** in sustaining **all forms of life**.
- They **understand the outcome of combined efforts and activities**.
- They **learn the procedures** for the **regular maintenance of this park**.
- They **comprehend** that **soil, water and manure** are necessary for the **growth of plants**.
- They **relate to the practical aspects of Environmental Studies** in the curriculum.
- It makes **them aware of many ecological movements** like 'Save the Soil' Movement' **to preserve** and **conserve** the **environment**.

4. THE PRACTICE

- In the **context of higher education**, **eco-friendly initiatives** are an integral part of the curriculum.
- To translate the theoretical aspects into practical sessions and to create **awareness about conserving the natural environment** students are engaged in extension activities through the **National Service Scheme** and **Eco Club.**
- Students gather in substantial numbers at the **BBMP Park maintained by the college**.
- All through the year they **take care of the park, tending the saplings and plants, clearing the weeds and cleaning the park, removing the litter** thrown in the park and segregating the wet waste from dry waste.
- **In May 2022 students went to Lalbagh Botanical Garden for a week to learn the intricacies of gardening, making manure, vermicompost and horticulture.**

A few constraints faced while doing these practices were: -

- **Time constraint** was a major setback they had to attend academic sessions in the midst of the training sessions.
- Students in the process of removing weeds also **pulled out the saplings by mistake.**
- The **hot sun at noon** and in the afternoon made the **work tiresome and tedious.**

Overcoming all constraints, the participants strived to continue with **environmental friendly practices** which in due course made the **practice a necessary activity**.

5.EVIDENCE OF SUCCESS

The students were taken on a training programme to Lalbagh Botanical Garden to **learn the technique of vermicomposting, landscaping and making manure** and fertilizers using **dry leaves and wet waste.**

- After the training camp students started planting saplings and adding manure to trees and plants in the park.
- They **learnt the botanical names of plants** and shared it with others
- They **gifted plants on the birthdays** of near and dear ones.
- They brought **potted plants** to adorn the college campus
- The different species of plants were well preserved through **regular watering, manuring, weeding.**
- **Special guests** to the institution were gifted potted flowering plants.

6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

The major problems that were identified during the development of environment park were:

- During the pandemic, **park maintenance** suffered a major setback due to lack of man power and funds.
- There was difficulty in **procuring plants and saplings during the pandemic**.
- **Events could not be conducted** during the pandemic.

- **Extra efforts had to be put in** after the institute reopened to bring the park to its former condition

1.TITLE OF THE PRACTICE— Financial Aid to Deserving Students

2.OBJECTIVE OF THE PRACTICE

- **Identifying students who deserve fee concession.**

The Management provides **fee concession for students** whose performance in **Pre University** Examination is **exemplary**.

- In addition, **fee concession** is also given for **students from economically backward sections of society.**

Students are given the privilege so that they can continue their education.

They are even permitted to pay their fees on installment basis.

- **Honorarium for meritorious students**

Students securing high ranks and marks in the **end semester examination** are **honored with cash**.

3. THE CONTEXT

- Verifying the financial constraints of the candidates was yet another challenge.
- At times the documents were produced very late making fee concessions near impossible.
- For new admissions verification of **financial background was a challenging task** because there were delays in submitting the documents for verification**.**

4.THE PRACTICE

- The practice of **fee concession** and **fee waivers** and **honoring meritorious** students is a noteworthy contribution to higher education.
- Many students come from **lower middle class** and helping out through fee concession and fee waivers allows them to pursue their higher education and find suitable jobs to maintain themselves and their families.
- Besides those with financial constraints are given the option of paying the tuition fee in instalments.
- Students availing **Government scholarships** and similar scholarships **are given permission by the institution** to apply for them**.**

5.EVIDENCE OF SUCCESS

- Students were able to continue their **education and complete their higher studies** because of fee concessions given by college.
- College toppers are given cash awards which motivates them and others.
- For those who scored **85% and above in the Pre University Rs. 10,000** fee concession is **given** at

time of admission.
- Those who scored **70% and above are given a fee concession of Rs. 5,000** at the time of admission.
- Economically backward students are given special fee concession by the Chaiman & Secretary of the institution
- Complete and partial fee waivers are given to the most deserving students based on their consistent performance
- Even during the pandemic fee concessions mentioned above were given.
- Students who graduate from the **institution are given a discount of RS.1,00,000 for MBA admission** in the MBA college run by the same management.

6.PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

- No major problems were encountered.
- The success stories are more in this regard.
- The **difficulty lies in identifying the true economic status of students** who apply for fee concession.
- It is difficult to ascertain whether they deserve fee concession or not because of lack of adequate proof.
- Financial resources of the institution are limited and this makes it challenging at times to prioritize who deserves fee concession.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

All the activities conducted in the college are student centric and hence contribute to the distinctive features of the college.

- The distinctive features of the institution are aligned to **student friendly initiatives** and supportive activities which promote the harmonious development of all faculties which in **turn contribute to a full-fledged character** that contributes to the nation's growth through fulfillment of all responsibilities.
- The institution thus focuses on the all-inclusive development of the students.
- With this lofty aim in mind, all **events and activities are student centric** and organized to identify and expose the latent potentials and inherent talents of students.

- Further they are designed to awaken and arouse their responsibilities to society.
- All the cells in the institution such as **Anti Ragging**, **Anti Sexual Harassment Cell, Grievance Cell, Counselling Cell and Internal Complaint Cell** focus on student welfare which includes their safety, mental wellbeing and wellness. No efforts are spared to **address student grievances** as and when they arise.
- The institution supports and safeguards students and their interests through these active cells.
- **Anti Sexual Harassment Cell and Anti Ragging Cell** closely monitors activities of students and any misbehavior is dealt with seriously. Due to the **close surveillance** through **CCTV** no cases have been reported so far.
- **On the occasion of International Yoga Day on 21st June** students practice yogasanas under the guidance of Smt.Shubha M Yoga Instructor. Breathing techniques, meditation, Surya Namaskara are done under guided instruction.
- Students are advised to join regular yoga classes to improve **positive outlook, memory power, concentration, flexibility of movement and improved sleep quality.**
- **Industrial visits** are organized on a **yearly basis** for students to understand the practices, work culture and policies of organizations. Furthermore, **they get a peek into entrepreneurship.** They serve to bridge the gap between academics and industry. They are made to understand the practical aspects of theoretical concepts.
- **Placement Cell** in the college constitutes the **faculty who are appointed on rotation basis to organize placement activities**.
- Pre training programmes are organized to prepare the students for placements.
- **Classes on career guidance, soft skills, communication skills and group discussions** are planned on a yearly basis.
- The institution **carries out placement activities**. Students have been placed in HDFC and Capricot Technologies Pvt.LTd.
- **Extension and extracurricular activities** are carried out through the **NSS Cell** which organizes blood **donation camps, green campus initiatives, poster making competition, essay writing competition, presentations, best out of waste competition, vaccination drive during the pandemic for staff, students** and public, **runnathon** and so on.
- **These activities** are like a breath of fresh air to students.
- **SDPs on drug abuse, menstrual cycle ,digital wallets** and so on are conducted to create an understanding of these matters.
- **Cultural week, club activities, Anti-Sexual Harassment/Anti Ragging cell /Eco Club activities**, celebration **of religious and national festivals** are earmarked in the academic calendar year in and year out.
- **The Annual Sports Day** is conducted every year for two days. Both field events and track events are judiciously planned after the semifinals and heats. **Cricket, throw ball. tennikoit, volleyball, track events, march past are usually planned and carried out meticulously.**
- **Ethnic Day** in college has the specific purpose of propagating cultural diversity and uniqueness of each culture in terms of accoutrement, culinary delights.
- These exercises make students **accept and appreciate all cultures** which **promote unity in diversity**. These will enable them to live in society in harmony with one other.
- In addition, the institution is centrally located with **hospitals, shopping complexes, restaurants, metro station, bus terminal and banks making** it convenient for students and staff to access what they want.
- The Management provides all-inclusive education starting from **Primary to Higher Education**.
- A **compost pit** is made available in the **BBMP Park** which is adopted by the institution and used to manure the plants in the park.

- **Green campus initiatives** are undertaken in the adopted park and a weeklong beyond the **campus green initiative** was organized by the college in association with **Lalbagh** where students were taught and trained about vermicomposting.
- The college adopts the **practice of gifting flowering plants to visitors invited for special occasions.**
- The **NSS wing** of the institution never fails to organize activities that **promote social awareness and responsibility.**
- To name a few**, visit to orphanages, school for blind, runnathon, walkathon, blood donation** and so on.
- **The library** has **libsoft 9.8.5 which helps with automation and has 112 eBooks** in addition to **6468 books ,6 journals,6 magazines and 8 newspapers** for the access of students.

To sum up it wouldn't be an overstatement cell to say that all these facilities, cells, activities and initiatives are centred around student welfare and the college ensures that services to students are the ultimate goal of the institution.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

The institution strongly believes that extramural and extracurricular events go hand in hand with curricular engagements. In this context many intra and inter college events, and competitions are organized. To name a few prominent activities- *Ascend*-intra department competitions, Cultural Week and *Spoorthy*-inter college fest. Community welfare initiatives are also encouraged under the banner of NSS, Red Cross, Women Empowerment Cell, Human Rights Cell, Eco Club which make the students realize and actualize their responsibilities to society.

Innovation Centre Cell and Business Lab play an exclusive role in stimulating the creativity of students. Anti-Sexual Harassment Cell, Student Welfare Cell, Student Counselling Cell and Anti Ragging Cell of the institution actively deal with student safety and security promoting a wholesome approach to all student related issues. In addition to strengthen languages both regional and other languages, Language Clubs -English, Kannada& Hindi organize many competitions to awaken the literary sensibilities and language competencies of the students. Distinguished literary and language experts are called in to inaugurate and judge the events planned. Also add on courses such as Tally ERP 9 and Advanced Excel are offered to students which are crucial aspects of business enterprises. Campus to Corporate training in terms of group discussion, interview skills, resume writing and job related soft skills are regular in house features that prepare the students to strengthen their job profile. The placement cell in the college constituting senior lecturers has been very successful in placing students in renowned organizations such as Infosys, Cap Gemini, Wipro, TCS and allied multinational companies. Regular FDP programmes and workshops are organized for the teachers to keep abreast with the latest developments in their respective fields. In this context two state level seminars were organized by the college in 201 IFRS, IFS & NAAC in 2018. As a sequel, in 2021-2022, the college conducted Orientation Programmes for NEP syllabus in Commerce& Management at the university level for affiliated colleges.

Concluding Remarks :

While wrapping up we need to be aware of our strengths, weaknesses, opportunities and challenges. Our research infrastructure and capacities need to be strengthened. Since the emphasis is on skill based learning, faculty members are being encouraged to attend orientation programmes and training sessions but we have a long way to traverse. Of course we will reach the required skills that will ensure quality education. We are putting in efforts to encourage admissions on merit basis than caste reservations. NEP 2020 has a target of 40% female participation, so measures are underway to address gender equality in admissions. We have already signed an MOU with an international organization MIT Square https://www.mitsquare.com

Our journey is long but we are hopeful that we will achieve our goals in the long run.