SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

BANGALORE CITY COLLEGE

NO 160 CHELIKERE MAIN ROAD BANASWADI OUTER RING ROAD
KALYANAGAR POST BEHIND BMTC BUS DEPOT BANGALORE
560043
www.bangalorecitycollege.org

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

December 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The BANGALORE CITY COLLEGE, brainchild of Ramakrishna Education Trust (R), Bangalore City College (BCC) was founded with the sole aim to serve the youth community by imparting quality education to enable them to take up useful vocation and serve the society. Ramakrishna Education Trust was founded in the year 1999 and envisages to provide quality management education along with information technology and biological sciences to further their intellectual and social growth in the society.

Situated in a pristine location, at the centre of Bangalore and providing atmosphere for academics, Bangalore City College aims at imparting value based education to the students. The objectives of the Trust are achieved with the professional support of a very distinguished team of academicians under the guidance of the trustees. BCC sincerely follows the Mission and objectives of the Institution to enhance attitude, knowledge and skills of the youth to contribute effectively for the growth of industry and business for a bright future of the country. The Institute's practices in the various fields of academics are given hereunder:

Vision

"IMAPARTING QUALITY EDUCATION"

To set high standards in imparting knowledge in higher education and inculcating superior value systems among students for the nation development to comprehensively meet the global competencies and challenges with a quest for excellence ably guided by technology.

Mission

The college transforms the curriculum through systematic teaching, learning and evaluation process to create valuable citizens. Our endeavor is to ensure exemplary infrastructural facility with optimum student support activities coupled with good governance, leadership and innovation.

Bangalore City College [BCC] has been started with the vision of enabling the youth of this country to have a purposeful mission and to secure a niche in higher education for job oriented courses approved by the Bangalore University. The college aims at giving the students a free hand to meet their goals and desires.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Dynamic and supportive management.
2. The institute has built a strong relationship and a healthy rapport with the members of the community and the social organizations which is one of the major strengths of the institution to continuously organize extension activities all through the year.

3. The institution ensures an friendly atmosphere at work place
4. Student-friendly and supportive services.
5. Offers wide number of professional courses like Computer Science, Microbiology, Biotechnology and Fashion & Apparel designing courses to build career based on their field of interest.
6. Good Infrastructure facilities like well equipped Laboratories and Library facilities, ICT for teaching-learning and recreation.
7. Energetic IQAC team members
8. Qualified, experienced and dedicated young teaching and non-teaching Staff with strong academic credentials.
9. Good Hostel facility to the students and staff.
10. Active and functional NSS Unit.
11. Convenient transportation.
12. Safe and Secured Environment for students and staff.
13. Dynamic grievance redressal mechanism, mentor-mentoring programme, counseling and guidance services.
14. Professional development programmes for faculty in relevant to their discipline.
15. MoUs for quality academic outcomes, development of students beyond class room activities, social work and community engagement
16. Guest lectures and interaction with eminent personalities to focus on academic and non academic topics.

Institutional Weakness

1. Multiplicity of universities and colleges in surroundings in the radius of 2 KM..
2. Fall down of International students admissions.
3. No financial contribution from alumni.
4. Limited Financial Resources
5. The limited economic background of students
6. Moderate Placement ratio.
7. Faculty members yet to acquire their doctoral qualification.
8. Difficulty to attract research funds from the Government funding agencies.
9. Diminishing student's interest to seek admission to higher education due to lack of employment.
10. Due to heavy cost of lands physical infrastructure development of the college is limited.

Institutional Opportunity

1. To arrange more number of FDP, Seminars and conferences.
2. Scope for sponsored projects.
3. To Strengthen Industry-Institute relationship.
4. To organize more number of intercollegiate co-curricular and extra-curricular activities.
5. To focus on training the staff and students on advanced technologies.
6. To encourage students for competitive examinations and to create awareness in need of higher studies

Institutional Challenge

1. Generation of funds to upgrade infrastructure to meet university, NAAC and UGC standards.
2. Placements of students in core companies with best CTC.
3. Starting of more vocational courses.
4. Development of advanced teaching & learning methodologies like smart classrooms and other technologies for effective evaluation.
5. The institution suffers space constraint being located in city limits.
6. Mushrooming Educational Institutions

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college has multiple programs in UG and PG to enable the students to choose and join the programs as per their desire. In all there are 11 UG and 12 PG programs respectively. All the programs are self financed. BCC being one of the affiliated colleges to the Bangalore North University, it shall adhere to the curriculum designed by the Universities Board of studies. All the departments prepare a Department Annual Academic plan which is program-wise and semester-wise. The Plan is prepared and submitted to the Principal before the commencement of the academic year. The plans provide the details of Curricular, Co-curricular and Extra-curricular activities. The academic plan contains subject allotment to the Faculties, time table, lesson plans, syllabus plan, etc.,

To effectively translate the curriculum and to improve teaching practices, Faculties undergo training at workshops, seminar, Orientation Programs and in- service training. The recharging strategies are properly planned and faculties are deputed to attend workshops, seminars, conferences etc. conducted by internal and external agencies. Whenever the curriculum is amended/ revised by the University. The institution provides the necessary infrastructure for effective teaching learning practice through ICT facilities, internet, Wi-Fi etc. to impart knowledge through advanced technology. Frequent updating of books is done whenever there is a syllabus change and every year. Field trips, Educational tours, case studies, etc., are also implemented.

The Institute obtains feedback from stakeholders andanalyzes them to identify corrective actions required for the improvement. The feedback from the stakeholders isanalyzed and a few improvements have been made. The faculties discuss on various academic issues with the respective BOE's with regard to department issues and identify the solutions. The faculties also participate in valuation of answer booklets and acquire certain additional inputs to their curriculum aspects. They also attend seminars and workshops organized by the university and other external organizations. The valuable information acquired are shared in the general meetings which creates general awareness and to improve the curriculum.

The new programs introduced in the Institution in the last four years are Master of Commerece and BBA in Aviation Management.

Teaching-learning and Evaluation

An induction program and a bridge course are conducted to all the students who joined the college. Certain participatory exercises such as group discussions on some current topics, simple quiz contest, etc., are conducted and students' knowledge and skills are assessed. To bridge the knowledge and skill gap, foundation lectures are delivered before commencement of the regular classes. The slow learners are provided special coaching through remedial classes to academically rehabilitate them.

The institution has initiated several actions to sensitize students on gender, inclusion and environment. The HODs/Principal monitors and guides to resolve students' problems and grievances.

Teaching plan: All the courses are taught in the college are through lecture method. Apart from classroom interactions, tutorials, assignments, project-writing and seminars are provided. Some departments adopt other practices such as group discussion, laboratory work, field-work, industrial visits etc. Individual faculties from all departments have to maintain work diaries.

In the beginning of the academic year academic calendar is prepared and examinations are scheduled. Accordingly teaching plans are prepared and portion completion dates are announced. In case a teacher needs additional lectures, special lectures are allotted.

Examination schedules: Semester examination schedules are notified through the academic calendar issued before the beginning of the semester. Class tests topics and dates are notified through the notice board.

They are encouraged to take hands – on projects at some industries to have a glimpse of the current research topics on all fields.

The comprehensive information and details of the evaluation process is printed in the prospectus and are available on the institution's website. It is also covered during the induction program.

The institution has been practicing both formative and summative process of assessment and evaluation. In the formative assessment the goal is to monitor the students learning and provide feedback to the students. Parallely the students' feedback on faculty is obtained on the teaching learning methodology.

The institution has defined the program objectives and learning outcomes for each program.

Research, Innovations and Extension

A research committee is functioning in the Institution. The main objectives of the Research Committee are to plan and design the annual research activities, to conduct science related symposiums for post graduates, developing the research projects (Internal and External) to give exposure to the new areas of research, to promote faculty to attend national and international conferences and to encourage faculty and students to publish their research work. The Institution has implemented the recommendations given by the Research Committee such as provided computer with internet facility to the teachers, official leave to attend national and international conferences, encourage staff to help to publish the research work carried out in the labs, conducting inter college science fest in the college and to expose students to current developments by inviting experts.

The Research Committee has been planning to promote research Activities in the campus by forming several clusters for the faculties and PG Students'. One cluster is totally devoted to take up minor research projects either individually or through collaboration. Currently faculties are guiding the PG students and few UG students to complete the research dissertation projects. The institute has been organizing training programs and sensitization programs regularly for the students to imbibe research culture. Orientation training programs on research dissertation work are organized for the PG students to enable them to take up the research work which is a part fulfillment of the PG program. Programs providing detailed information on career opportunities in research and development are conducted for the benefit of the PG students. Many Faculties have made significant contribution in Research Publications.

Infrastructure and Learning Resources

Good infrastructural facilities shall alone contribute for the effective implementation academic programs. The Institution has two independent blocks with adequate infrastructure facilities. The Institution has sufficient number of well equipped classrooms with necessary facilities including ICT equipments such as OHPs, Wi-Fi, etc., All the Science departments are well equipped with required amenities. The Computer lab has sufficient desktops with internet facilities.

Both the blocks have independent Libraries and laboratories with internet facility for the students to access internet and online journals.

The Institute has provided two independent hostels Hostel Facility Boys and Girls with inmates of more than 80 inmates and 60 inmates respectively. The hostels are equipped with Wi-Fi access, medical room with necessary equipments to provide treatment in case of emergency with a qualified medical officer visit and facility for indoor games.

The Institute has established recreational facilities, medical room with necessary equipments to provide treatment. The Institution has a tie-up with near by hospital and the authorities depute a qualified medical officer to visit on required days. The Institute has recreational facility-common room for boys and girls independently with audio-visual equipments**.**

The security personnel are available in the college and hostel round the clock. The campus has been installed with Closed Circuit Cameras for safety to the Stake holders. The college has floor lift facility for the required personals.

Student Support and Progression

The Institute has a good Student and Support system in place. The Prospectus with comprehensive information is published every year. Induction programs are conducted every year for the benefit of fresher's. Bridge Programs are also conducted. The objectives of the Induction and Bridge program are to create sufficient awareness among the fresher's on the various norms, procedures and practices applicable to higher education.

Individual Students are assigned to a mentor, who monitor the progress of the student and provides guidance in academics, project, further studies and job placement.The institution has a Placement and Training Centre

which offers wealth of experience and advice. The Placement and Training Centre helps the students to realize their potential to find a career which will match their skill interest. The college has a Grievance Handling Committee. The students can either directly approach the committee members or drop their grievances in the box meant for grievances. The college has constituted a Anti-sexual harassment Committee to resolve issues pertaining to sexual harassment. To ensure the campus is totally free from sexual harassment, the college is equipped with CCTV cameras. The students receive sufficient awareness of the evils of raging and the punitive measures which are initiated. This has ensured that the student not to indulge in raging. As per the college rules if any student is found indulging in such kind of activities, strict action will be taken as per the college norms. An Anti-ragging committee has been formed and brought into.

An Alumni Association has been constituted. Every year college conducts an Annual meet which is scheduled in the last week of octoberr. Alumni members are invited to share their experience and give vocational guidance to students.

The Institute takes keen interest in supporting the students who have difficulty to handle the academic pressure.

The Institution is publishing a student magazine. The complete responsibility of the magazine is handled by the Magazine Committee consisting of a group of students and teachers.

Governance, Leadership and Management

The Institution believes in its vision and mission statement which can transform their objectives to achieve excellence. The Institutions distinctive characteristics are imparting good education to students, providing inputs to opt for suitable career, education for all and education for a bright future of the youth and the Country. The institution's distinctive characteristics enables the students a free hand to meet their goals and desires.

The Governing council meets at the beginning of the academic year to discuss the plans and policies for the forth coming year of and to resolute any issues that came up during the previous years. The Principal of the college conveys the council decisions and the action plans to be initiated by the HODs of the respective departments. The HODs are responsible for accurate execution of the action plan. There after the Faculty members of each department are informed about their duties and responsibilities. They follow the instructions given by the Principal of the college and interact with him or HODs for any clarification or feedback.

A Management regularly interacts with the Principal and staff at formal and informal meetings and obtains feedback from the staff irrespective of transactions of teaching – learning process. Whenever there are any bottlenecks, the management discusses the same at length with the Principal and necessary g corrective measures like arranging meetings with senior faculty members for guidance of junior members.

The participatory management approach is practiced at different levels in the college and stakeholders are involved in the process of decision making based on shared insight.

The heads of all departments and the senior faculty are actively involved in the decision making process ensuring a role for each of the departments.

The institution has appointed qualified Charted Accountant- a team of qualified accountants conducts the external audit of the entire institutes' accounts. The institute main source of receipts is by way of fees payable

by the students.

The major recommendations have been approved by the management.

Institutional Values and Best Practices

Innovation the best practices chiefly contributes for any organization to excel in all its services and activities. The Institution adheres to various practices which are innovative and best. A number of awareness programs are conducted for the benefit of stakeholders for preservation and conservation of natural resources such as power, water and air. Display boards are kept seeking stakeholders participation in conserving electricity and water when it is not used.

Energy conservation- The ordinary bulbs and tube lights are replaced with CFL bulbs throughout the campus. The faculty members are advised to consume energy economically in the Staff rooms, class rooms and the laboratories by maximizing the use of natural light and turning off all non – essential lights, turning off exterior lighting during daytimes, minimizing the usage of fans and air conditioners. Turning of the powered equipments when not in use like computers and other the electronic devices at the end of the day. Normal CRT monitors are upgraded to LCD monitors in the labs to consume less energy. Elevator is used only for essential purpose and for persons who are differently abled. Suitable measures are undertaken to prevent wastage of water. Minimizing wastage: Plastics Bottles, cans and papers are sent for recycling. Waste fabric from Fashion & Apparel Design is used for making accessories for children and other fabrics. The water heaters in the hostels are operated with solar power.

Efforts for Carbon neutrality- Students are motivated to use public transportation rather than individual transportation.

The college avoids the usage of severe corrosive and toxic chemicals in the practical classes and sees that minimum quantity of chemicals is purchased to save expiry and disposal.

e-waste management- The electronic components are maintained to the extent possible and on expiry date the components are disposed to the authorized vendors as per the central government rules.

The Institution has adopted several innovations in its practices. A few of the innovative practices are: Web assignments, seminars organized by students, innovative quiz programs etc.

The Best Practices are mentoring Slow Learners, Stakeholders' Relationship, Proficiency to become skilled on a skill

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BANGALORE CITY COLLEGE
Address	NO 160 CHELIKERE MAIN ROAD BANASWADI OUTER RING ROAD KALYANAGAR POST BEHIND BMTC BUS DEPOT BANGALORE
City	BANGALORE
State	Karnataka
Pin	560043
Website	www.bangalorecitycollege.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	MARYADA SHARMA	080-25459956	9513222189	080-25459958	principal@bangalorecitycollege.org
IQAC / CIQA coordinator	MANJUNATH S	080-25425463	9916030046	080-	bcc.iqac@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	

Date of establishment of the college	01-01-2000

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

State	University name	Document
Karnataka	Bangalore North University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	29-03-2016	View Document
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				

Details of autonomy

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

Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	NO 160 CHELIKERE MAIN ROAD BANASWADI OUTER RING ROAD KALYANAGAR POST BEHIND BMTC BUS DEPOT BANGALORE	Urban	2	6503.21

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	BSc,Science	36	PUC	English	60	6
UG	BSc,Science	36	PUC	English	60	5
UG	BSc,Science	36	PUC	English	60	2
UG	BSc,Science	36	PUC	English	60	4
UG	BCom,Commerce	36	PUC	English	160	20
UG	BCA,Computer Science	36	PUC	English	140	30
UG	BA,Arts	36	PUC	English	60	0
UG	BA,Arts	36	PUC	English	60	0
UG	BA (Journalism),Arts	36	PUC	English	60	13
UG	BBA,Administration	36	PUC	English	180	24
UG	BBA,Administration	36	PUC	English	40	2
PG	MSc,Science	24	B.Sc	English	60	12
PG	MSc,Science	24	B.Sc	English	60	2
PG	MSc,Science	24	B.Sc	English	30	2

PG	MSc,Science	24	B.Sc	English	30	3
PG	MSc,Science	24	B.SC	English	90	16
PG	MSc,Science	24	B.Sc	English	60	8
PG	MCom,Commerce	24	B.Com	English	60	12
PG	MCom,Commerce	24	B.Com	English	40	12
PG	MSc,Computer Science	24	B.Sc BCA	English	60	8
PG	MA,Arts	24	BA	English	30	3
PG	MSW,Arts	24	BA BSW	English	60	12
PG	MA (Journalism),Arts	24	BA	English	30	0

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				10				20				45
Recruited	3	4	0	7	4	14	0	18	6	37	0	43
Yet to Recruit				3				2				2

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				14
Recruited	5	8	0	13
Yet to Recruit				1

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				6
Recruited	4	2	0	6
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	3	0	0	4	0	1	0	0	11
M.Phil.	0	1	0	1	6	0	0	1	0	9
PG	0	0	0	3	4	0	5	36	0	48

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	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

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	3	2	0	5

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	223	69	0	3	295
	Female	8	30	1	4	43
	Others	0	0	0	0	0
PG	Male	52	25	0	0	77
	Female	84	13	0	0	97
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	33	26	21	34
	Female	18	21	15	19
	Others	0	0	0	0
ST	Male	8	5	4	11
	Female	3	7	6	4
	Others	0	0	0	0
OBC	Male	53	85	72	83
	Female	49	69	88	67
	Others	0	0	0	0
General	Male	94	68	81	82
	Female	52	40	46	47
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		310	321	333	347

3. Extended Profile

3.1 Program

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

Response: 27

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
23	23	25	25	25

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
347	333	321	310	386

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
805	765	755	770	755

File Description	Document
Institutional data in prescribed format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
169	197	192	224	255

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
76	75	74	67	76

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
79	75	75	75	75

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 47

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

2018-19	2017-18	2016-17	2015-16	2014-15
137	164	131	154	173

Number of computers

Response: 139

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

1. *The Institution ensures effective curriculum delivery through a well-planned and documented process*

REPORT ON EFFICIENT CURRICULUM DELIVERY

Bangalore city college group of institution are known for imparting quality education that enables the youth of today for their social and intellectual growth.

In this regard the management takes all the steps to deliver efficient curriculum implementation and get good success in examination. This process is carried out by taking the following measures.

Efficient and experienced staffs are appointed in various departments. The staff is encouraged to be student centric by being dedicated and empathetic.

They are provided with a lot of reference books in the library and are given various teaching aids. The principal reviews the timetables, lesson plans and other academic inputs. The principal conducts regular meetings of the head of the departments and staffs to review the curriculum implementation and students participation. The head of the departments prepare proper month wise lesson plans. Periodically the progress of the lessons and academic progress is checked by the head of the departments and the principal.

The syllabus for each course is approved by the university. However each department studies the syllabus and assigns priority to certain topics. Certain topics are explained and demonstrated with extra emphasis taking into account exams, future usefulness of the subject and its intricacy

Regular tests and seminars are conducted. Expert teachers from other departments are invited to conduct workshops. For the all-round development of the students' mind and to kindle their interest in the subject recent discoveries, inventions and findings are brought to the notice of the students.

Each department prepares a curriculum calendar by allotting topics for each month. Lesson plans are made and adhered to. Teachers note the progress of the curriculum in their daily work diaries. Students are encouraged to explore the vast knowledge in each subject by advising them to read on the subjects on the websites and magazines. Thus the effective curriculum delivery is done in the best possible manner to help the students.

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

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

Response: 2

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	1	1

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document](#)
Details of the certificate/Diploma programs	[View Document](#)
Any additional information	[View Document](#)

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

Response: 10.87

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	2	1	0

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

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

Response: 7.41

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

Response: 02

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

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

Response: 100

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

Response: 23

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

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

Response: 9.06

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

2018-19	2017-18	2016-17	2015-16	2014-15
33	31	30	29	30

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

1.3 Curriculum Enrichment

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

Response:

COCURRICULAR AND EXTRACURICULAR ACTIVITIES AT BANGALORE CITY COLLEGE

Bangalore City College continually strives to enable the students to develop their intellectual and emotional skills. For this purpose various activities are conducted during the year.

Some of the important activities are as follows

- Environment day celebration
- World water day
- Breast cancer Awareness
- Self-defence techniques for women
- Swatch Bharath
- Free dental check up
- Blood donation drive
- Programme on Human Rights

In order to bring awareness about the environmental issues and the responsibilities of citizens towards their environment, Environmental day was celebrated on 05/06/2018. It was organised by the Biotechnology, Biochemistry and B.com department.

The chief guest spoke about the importance of the day and advised the students to protect the environment by not contributing to the pollution.

Saplings were planted at the old campus. The Students actively participated in the programme.

WORLD WATER DAY was celebrated on 22/ March/ 2019. The department of Life Science and Chemistry took the initiative to organise the World Water Day. Various competitions were organised. The students took active part in essay writing, collage making and cartoon drawing competition. The best

among the students were awarded prizes.

CANCER DAY was observed by organising a lecture on Breast Cancer Awareness by a professional from My clinic care. She discussed the causes of cancer like adulterated foods, junk foods and fast life styles, uses of tobacco and alcohol and the importance of self- examination and the new innovations in clinical examination.

The International women's day was celebrated on 8th March 2019. A lecture on **SELF DEFENCE Techniques** was organised to educate women about their personal safety. Ms. Amera spoke about women empowerment and advised the women to exercise their freedom with caution. She spoke about the risks and behaviours of girl students and advised them to be bold and alert to be safe and also demonstrated some self-defence techniques for their safety and there by enjoy life and become successful citizens. Students actively participated in the competitions like Essay Writing, Collage Making and Poster Painting that where conducted pertaining to women and were awarded prizes

FREE DENTAL CHECK UP was organised by Master of Social Work department on 1st April 2019. Students and faculties enthusiastically participated and were benefited. The department was convinced that many more events like this should be organised for the benefits of the students.

A BLOOD DONATION CAMP was organised by Master of Social work department on 2nd April 2019.About 60 students donated blood. Lions club was kind enough to help the blood donation camp.

SWATCH BHARATH seminar was conducted on Waste Management. Prof. Samuel was the resource person. He encouraged the participants to conserve the environment and warned the hazards of using plastics. It was organised on 16th March 2019. The participants were awarded certificates.

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

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

Response: 4

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

Response: 4

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 14.99

1.3.3.1 Number of students undertaking field projects or internships

Response: 52

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

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

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B.Any 3 of the above

File Description	Document
Any additional information	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

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

File Description	Document
Any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 19.03

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

2018-19	2017-18	2016-17	2015-16	2014-15
53	61	59	68	82

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 22.05

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

2018-19	2017-18	2016-17	2015-16	2014-15
347	333	321	310	386

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

2018-19	2017-18	2016-17	2015-16	2014-15
1610	1530	1510	1540	1510

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

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

Response: 27.37

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

2018-19	2017-18	2016-17	2015-16	2014-15
222	206	214	164	247

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

2.2 Catering to Student Diversity

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

Response:

After commencement of each course class tests and internal tests are conducted periodically in each department to evaluate the students. Attendance record is maintained by each department and percentage of attendance is displayed every month on the notice board for reference of students as well as parents. Students are identified as slow and advanced learners based on the basis of class tests conducted by each department for each subject. The teacher-in-charge of the respective classes help in classifying the students with reports based on observation and class tests and attendance record.

The institution organizes Orientation programmes for freshers in the beginning of each academic year. The facilities in the college and department as well as the scope of the subjects being taught are discussed during these sessions.

The Department of Computer Science and Department of English conducts foundation courses. Computer Science organize the course - Fundamentals of Computers and The Department of English organizes Orientation course in Basic English Grammar and spoken English to enable the students who are weak in English to cope with the course.

Remedial coaching classes are arranged for slow learners and absentees where re-explanation of chosen topics are given by the teachers. It helps the students to clear the concept in a small group, gives them more opportunity to clarify their doubts, better understanding of the critical topics. Parents are also informed regarding their result and attendance and asked to participate in improving their ward's performance during parent-Teacher meet. Group Study is also encouraged with the help of the advanced

learners. This improves their morals and also ultimately improve academic performance. Bilingual explanation and discussions are given sometimes if required by the slow learners after the class.

Advanced learners are identified on the basis of internal assessment, result of University examination, involvement in classroom. Advanced learners are encouraged to give seminars in the class on a topic given by the teacher -in-charge to improve the knowledge of students and to enable them for placement. Assignments are also given to all the students. Advanced Learners encouraged to take up competitive exams like NET, GATE, GRE, TOEFL, CAT etc. and are provided coaching classes for competitive exams. Students are encouraged to participate and present papers in various Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions organized by other colleges. Interdepartmental competitions such as Debate, Group Discussion and Quiz Programmes are also conducted. Cultural fest, Talent hunt programmes, Science Exhibition, Essay writing competition, collage making and other interesting competitions and events are organised by the college to bring out multiple talents from the students. All the students are motivated to participate in all of these extra-curricular activities. The academic achievements of the students are highly praised by the College by celebrating Graduation Day every year. University Rank holders are honoured with Medals on the Graduation Day and Best Outgoing student is chosen by each department and prizes are given to them on the Graduation Day.

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

2.2.2 Student - Full time teacher ratio

Response: 4.57

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.29

2.2.3.1 Number of differently abled students on rolls

Response: 01

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

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

Response:

The College is committed to ensure the holistic development of the students through a student-centric learning process and suitable curriculum design. The faculty members adopt the following strategies to make learning more students-centric and interesting to the students.

Internship programmes

An internship is the best way to translate the classroom knowledge into practice. By doing an internship, the students will gain experience, learn new skills, add value and earn real experience for their career prospects. It also sensitizes students to the practical challenges that organization face in the business world. Moreover, it gives exposure to the practical working environment, which increases functional awareness of the various Industrial sectors; Departments such as FAD, BBA students are sent for Internships to companies where they learn valuable on-the-job skills and it also provide excellent networking opportunities to the students.

Industry visits

During Industry visit, students visit companies and get insight into the internal working of the company. Students get acquainted with interesting facts and contemporary technologies used in the Industries which enrich their learning experience. In addition to industrial exposure and knowledge, this will increase the placement opportunities. Industrial realities are opened to the students through their industrial visits.

Student Seminars

The Student seminars are organized where students are given particular topic by the teacher-in-charge and power point presentations are prepared and presented by the students on contemporary topics to strengthen their communication and presentation skills.

Projects and Field trips

Certain courses related to Computer Studies, Commerce and Bioscience demand project based Learning. The teachers are the guides to the students in the process of preparation of projects. All the PG courses have project work in their final semester. Through a project the students not only get a deeper understanding of the subject but also gain hands-on practical experience. By doing a project, the students understand their subject better and get practical experience.

Guest Lectures, Seminar & Workshops

As part of academic development, each department arrange their own activities such as guest lectures, seminars and workshops throughout the year on topics of core subjects, career oriented lectures, recent technologies and research areas. In addition to that students are encouraged to attend seminars and present papers organized by other reputed institutions.

Group discussion

Group Learning allows the students to develop interpersonal, presentation and communication. Slow learners also included in each group so they also develop their knowledge and other skills to confirm

quality in learning with Peer Group.

Competitions

Competitions play a role in motivating students to perform and excel and offer a lot more reward than just the winning prize. Students get a chance to showcase their skills, evaluate the outcomes, develop their own creative ideas, adopt innovative techniques and uncover personal aptitude. Quizzes, Debate, Telent hunt, Exhibition are such programmes conducted by the Institution periodically to engage the students with activities other than studies.

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

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 65.79

2.3.2.1 Number of teachers using ICT

Response: 50

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

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

Response: 5.42

2.3.3.1 Number of mentors

Response: 64

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

One characteristic of being creative where imagination plays an important role is that it requires not only knowledge and understanding of the subject being investigated, but also a willingness to question and not be constrained by existing knowledge.

Strategies adopted to stimulate and foster higher thinking skills (HOTS)

Problem-based learning: At higher level of education, students should be independent and empowered to be responsible for their own learning. Spoon-feeding approach should never be practiced at all. That is why many teachers in this institution focus on **problem-based learning** (PBL) where teachers give real-world projects for students to solve. Students are given the opportunity to practice the skills just learned based on real-life situations. Through PBL, not only the students become self-directed learners; they are also taught responsibilities, decision-making skills, leadership skills. Students are taught to tolerate uncertainty and persevere at a task to overcome obstacles, not being afraid to make and learn from mistakes. It is a platform for students to learn from failure, step up again and again to eventually find success.

Exploratory learning: Exploratory learning is yet another way of instilling high level thinking. Here students play a major role in learning the new topic; they explore the tools and e-resources available and brainstorm among themselves to understand the topic. Through exploration learners instill the passion for discovering and testing out new things and brains remaining active all the time. Teachers at provide opportunities for pupils to explore, concentrate, reflect, discuss and review. Students are expected to reflect deeply on the material that they are learning and to make connections between subjects and real time experiences.

Interactive teaching methods: The creative process requires time and collaboration, so creating time for creative thinking activities is important. Some teachers use a 'flipped classroom' approach for example, where learners prepare content and do written exercises for preparing the lessons in advance at home, and in the class higher-level creative thinking activities are performed. Open-ended questions are asked in the class which does not have textbook answers. Students are given chance to interact with their peers, collaborate, independently think, and discuss. It leads to create many new viewpoints, innovative ideas from the students.

Flexible Learning: Bangalore City College focuses on depth as well as breadth. The teachers encourage a broad and balanced teaching method so that students experience a range of subjects and activities. Science exhibition, Poster making competitions are example of such activities where students are encouraged to build their own interactive poster, working model of innovative discoveries or models for future generation societies.

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

2.4 Teacher Profile and Quality

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

Response: 97.11

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

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

Response: 18.95

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

2018-19	2017-18	2016-17	2015-16	2014-15
9	10	17	18	15

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 37.58

2.4.3.1 Total experience of full-time teachers

Response: 2856

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

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](View%20Document)

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

Response: 47.79

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

2018-19	2017-18	2016-17	2015-16	2014-15
35	36	39	32	39

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](View%20Document)
Any additional information	[View Document](View%20Document)

2.5 Evaluation Process and Reforms

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

Response:

The institute believes firmly in continuous evaluation of the students for their development on a continuous basis throughout the year. Hence a structured evaluation process has been designed and implemented. Each Course and that respective Teacher of it has his /her own pattern of Internal Examination like, class tests, Seminar, Presentations, mock Practical and viva etc. For some departments, the internal assessment components and their breakage of marks are laid down by the University in the syllabus copy. Considering the teaching plans and evaluation plan, each department makes an Academic calendar of event where class test, internal test, assignment submission and seminar dates are mentioned. The calendar of event is made before the start of each semester and shared with the students so that they can prepare for the tests according to the timeline. To prepare students for practical and viva examinations, institute conducts mock Practical exams. The institute conducts two class tests and two internal tests per semester. The tests are covered as per the syllabus of the respective papers prescribed by the University. The question papers are

prepared as per the University examination pattern. The syllabus for each test and the question paper pattern is discussed in the class by the subject teachers before the test.

Valuation of Class Test is done by the respective subject teachers within three days from the exam. Assignments and seminars are also evaluated by the respective subject teachers.

As attendance is also part of the evaluative process, the attendance percentage is notified to the students periodically and displayed on the notice board each month.

Result Analysis is done by the class teacher after every class test and internal test. The performance of the students is monitored by the class teachers and HOD. The class attendance and student's performance in class test and internal tests are discussed with the parents during parent teacher meeting. Parents/ Guardians are advised to take necessary measures if needed. Remedial Classes are arranged for those who could not perform well in these tests so that they are not lagging behind during the final exams. University conducts examinations of three hours duration at the end of every semester for all the theory and practical papers. Students should satisfy the eligibility criteria of 75% attendance in each semester to appear for University Examination.

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

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

Response:

There is complete transparency in the internal assessment for each assessment method. The distribution of marks for each subject is prescribed by the University in the respective syllabus provided by the University. College follows the university prescribed format and informs the students regarding the same in the beginning of each session. Schedule of Internal test is given in Academic calendar and displayed on notice board in advance. An examination committee is constituted every year to coordinate the internal and university examination activities.

The faculty members give instructions about internal evaluation of that course. The internal assessment marks generally consist of attendance percentage of student, marks of two internal examinations, class test and assignment/seminar.

Student attendance is regularly maintained by every department and percentage of attendance is displayed on the notice board and also informed to the students orally every month by the subject teachers.

As assignment or seminars are also part of the internal assessment for many courses, students are given specific topic for presenting it as seminar or preparing assignment. Assignments topics are discussed with students, pattern is explained and the date of submission is announced in class by the respective teachers. Students are supposed to submit or present it in front of the students and faculty members on the stipulated date.

The internal examinations are also conducted for practical courses. Evaluation of practical subjects are done based on different parameters like Practical Records, attendance, Viva Voce and performance in the mock test.

Answer sheets are shown to all the students and answers are also discussed with the students. After

satisfaction students put their signatures on the answer sheets.

All the records of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit.

The internal assessment mark is calculated based on the pattern given by the University. An Internal breakage marks list is prepared by each department which shows marks of two internal tests, class tests, assignment and attendance percentage of each student. Students are free to interact with the teacher to resolve grievances if any, regarding the assessment. Staff meetings are conducted periodically to review the evaluation process. At the end of each semester, The Principal verifies the internal breakage and final internal marks for all the students. After approval of Principal internal marks is uploaded on the University website and hard copy is sent to the University.

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

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

Response:

There is complete transparency in the internal assessment. The method adopted follows the rules and regulations prescribed by the Bangalore University. At the beginning of the semester, faculty members inform the students about the various components in the assessment process and the calendar of events is shared with them which contain the class test, internal assessment test schedules, assignment submission dates and seminar dates. The syllabus of the internal tests are also communicated to the students by the respective teachers well in advance. Evaluation is done by the respective teacher-in-charge within three days from the date of examination. The corrected answer papers of the students are distributed to them for the verification and any grievance is redressed immediately. The marks obtained by the students in these tests are recorded by the department Head and notified to the students. For laboratory courses, day to day performance of the students is assessed for every practical class which includes regularity, performance and submission of record on time. Apart from that a mock internal test is also conducted each semester for lab courses. The end examination for the laboratory and projects is conducted with internal and external examiner appointed from the other colleges as decided by the University.

Redressal of grievances Departmental Level: The continuous evaluation of students is carried out by faculty by attendance monitoring, seminar, assignments, unit tests. The internal marks are allotted based on defined strategies by the University. The Head of the department primarily redress all grievances about evaluation. In case of dissatisfaction, the same is put before the Principal.

College Level: The Institute appoints a Chief and Deputy Chief Superintendent of Exam for smooth conduction of examinations of BU and BNU. If students are facing any problems, they are solved by the Chief Superintendent or Principal. The grievances during the conduction of examinations are considered and discussed with the Principal, Managing Director and if necessary forwarded to the university by examination section.

Redressal of grievances at University level: The queries related to results, corrections in mark sheets and other certificates issued by the University are handled at BU/BNU examination section. The student who has the grievance(s) at university level shall make an application to the university through the principal of the college. The principal, after verifying the facts, shall forward it to the concerned section of the university. Students are allowed to apply for revaluation by paying necessary processing fee to university if they are not satisfied with the marks obtained in the University Exam. Bangalore North University has established online Student portal where students can mention their grievances directly to the University and solve the issues by themselves with the help of examination section of the University.

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

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

Response:

The institute has a well-defined operating procedure to develop the academic teaching plans and it follows a well-defined academic calendar. Each Department head prepares their departmental Academic calendar after consultation with all the faculty members before the commencement of the academic year or semester. The Academic calendar is designed in line with the Bangalore University's Academic calendar and takes into consideration the holidays and vacations declared by the Bangalore University. The activity calendar shows the start and end of each semester stating various activities to be conducted, the internal assessment schedule and the tentative schedule of University exams. Once the academic calendar is finalized approval from the Principal is taken and it is shared with the students. The academic calendar is also displayed on the website and notice board. Each teacher has a different teaching method, lesson plan and a particular way of evaluating students. Preparation of academic calendar helps to achieve discipline, time management, and syllabus completion on time, periodical evaluation of students as well as conduction of co-curricular activities without disturbing the class schedules. The Academic Calendar also is a source of information and planner for students, faculty, staff, and other stakeholders of the institute. The Schedule of All Examinations is given in academic calendar. It encompasses all the processes of the institute such as, the University Exams, Seminars, Assignment submission dates, tentative Schedules of Guest lectures, internal assessments, co-curricular and extracurricular activities. The institute has built in mechanisms to ensure syllabus completion and conduct of CIE within the time frame and accordingly the various measures are taken. The Academic committee ensures the strict implementation of the Academic calendar.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

I. Intellectually competent

- Our students have the strong base of core knowledge in their academic field.
- Our students have the ability of generating creative & innovative ideas through inquiry, critical reflection & synthesis.
- Our students are committed to excellence in their core academic field & possess a lifelong thirst for knowledge.

II. Morally Upright

- Our students have personal conviction that justice & peace are the foundation of societal living.
- Our students possess the ability to distinguish between right & wrong
- Our students are led by the voice of conscience & always do what is right.

III. Socially Committed

- Our graduates are socially conscious, sensitive & active persons, who are committed & accountable agents of social good.
- Our students manifest genuine concern for human values & ecological conditions.
- Our graduates are committed to social justice & the dignity of all sections of the society.

IV. Spiritually Inspired

- Our students have learned to take personal responsibility for their choices & actions.
- Our students are led by personal & professional standards of ethics with a commitment to integrity & honesty.

V. Civically Responsible

- Our graduates are responsible members of social & professional communities.
- Our students promote peaceful living in a multi-faceted society with courage of conviction.

Our program specific outcomes are evidences for the above attributes in our graduates in the form of the following skills:

Knowledge Acquisition Skills:

Our students possess the ability to learn individually & collaboratively through a process of research, critical reflection & synthesis.

Societal Skills:

Our graduates possess commitment & accountability for social transformation in civil society & are able to

contribute to social justice, enunciate & abide by standards of ethics & are also concerned for environmental sustainability.

Communication skills:

Our graduates possess competence to communicate effectively & professionally to a range of audience, articulate ideas clearly & effectively & also use the social media to influence the society.

The learning outcomes are clearly made aware to the faculty members during the induction & through staff meeting. The learning outcomes are made aware to the students during the orientation programme, throughout the duration of the course by faculty members and conducting events which focus on these learning outcomes. Some of these are the pre-placement training which deals with analytical and communication skills, blood donation camps, NSS activities etc.

Our institute has strived hard to enable an open environment the students to engage in academic, co-curricular and extra-curricular activities with readily available but non-intrusive faculty support. All of this is implemented and monitored by faculty on-campus and off-campus and systematic collaboration with industry.

The institution has clearly stated learning outcomes as follows:

- Subject Knowledge.
- Employability Skills
- Professionalism
- Values and character building
- Social Responsibility

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

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

Response:

The top management has a clear vision to ensure that all courses remain socially & economic relevant over time. The specific measures taken up by the institution are mentioned below;

ATTAINMENT OF SOCIAL RELEVANCE:

The college strives to uphold its mission in molding students in to disciplined citizens with intellectual,

emotional & spiritual balance. Courses having social relevance are offered either as part of the program curriculum or value added programs.

ATTAINMENT OF ECONOMIC RELEVANCE:

* Student placements
* Placement cell organizes campus interviews to provide job opportunities to the students
* Eligible alumni are given top priority in recruitment in our institution

EVALUATION OF ATTAINMENT BY INSTITUTION:

The institute believes firmly in continuous evaluation of the students for their development on a continuous basis throughout the year. Hence a structured evaluation process has been designed and implemented. Each Course and that respective Teacher of it has his /her own pattern of Internal Examination like, class tests, Seminar, Presentations, mock Practical and viva etc. Considering the teaching plans and evaluation plan, each department makes an Academic calendar of event where class test, internal test, assignment submission and seminar dates are mentioned. The calendar of event is made before the start of each semester and shared with the students so that they can prepare for the tests according to the timeline. To prepare students for practical and viva examinations, institute conducts mock Practical exams. The institute conducts the tests which covers the syllabus of the respective papers prescribed by Bangalore University. The question papers are prepared as per the University examination pattern. The syllabus for each test and the question paper pattern is discussed in the class by the subject teachers before the test.

Valuation of Class Test is done by the respective subject teachers within three days from the exam. Assignments and seminars are also evaluated by the respective subject teachers.

As attendance is also part of the evaluative process, the attendance eligibility criteria of 75% in each semester to appear for University examination is notified to the students periodically and displayed on the notice board each month.

The performance of the students is monitored by the class teachers and HOD. The class attendance and student's performance in class test and internal tests are discussed with the parents during parent teacher meeting. Remedial Classes are arranged for those who could not perform well in these tests so that they are not lagging behind during the final exams.

The IQAC of Bangalore City College has been established to develop the mechanism to ensure a culture of quality in the college.

The IQAC members give their feedback on the various activities of the college

Based on the feedback line of action for the upcoming academic year is drawn to ensure improvement & development in the existing system.

The performance of the final year students, rank, placement records are considered as indicators of attainment of the various objectives.

2.6.3 Average pass percentage of Students

Response: 68.16

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

Response: 152

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

Response: 223

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

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

Response: 0

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

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

Response: 223

3.2 Innovation Ecosystem

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

Response:

The institution has created the incubation center for creation and transfer of knowledge .The

research committe of college is made in charge of the incubation center activities like training , councelling ,mentor mentee etc .The center assissting the students for learning advanced technologies and implementation and awareness camp . The institution providing training on advance technology by eminent resource person from industry and parent university . The research committee is creating awareness among post graduate students on research culture , which motivates the students to takeup academic projects related to research concepts. The students are trained on preplacement training by industry experts, to help the students to place in their respective fields .

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

Response: 41

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

2018-19	2017-18	2016-17	2015-16	2014-15
11	15	4	7	4

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

3.3 Research Publications and Awards

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

Response: Yes

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

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

Response: No

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

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

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

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

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

Response: 0.07

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	3	0	1	1

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

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

Response: 0.19

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	3	2	2	1

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

3.4 Extension Activities

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

Response:

Bangalore city college had arranged several extension acitivities like Blood donation camp ,swatch bharat camp, child adolescence program ,flood relief, medical camp and human right etc extension activities.

The swach bharat program created the awareness among students of cleanliness of surrounding, hygiene, sanitation in the neighbourhood, garbage disposal , and sensitizing the community at large to these vital issues. All these initiatives have gone a long way in holistic development personality of the participants of these programmes .

Blood donation camp strengthens the sense of empathy and compassion among donors and also instils in them a sense of commitment and ethical responsibility.

Programmes on breast cancer created the awareness among participants about the advance ,early detection and new technology like robotic surgery which help in treating cancer very effectively .

the innovative visit to various social welfare provide the building professional in social work and opportunity to observe , discover and deepen their awareness in social work by understanding the nature , structure and fuction of various voluntary organization.

Flood relief camp for kerala and coorg hasd organised by our college . The Students Union immediately formed a team for the relief work . The student Volunteers collected flood relief materials from all students. . A campaign including fund raising and material collection from houses near the college was carried out .Volunteers purchased the needy products including biscuits, clothes, napkins, bed sheets, grocery items and all other products which are requested from camp sites . Students were excited at the opportunity to volunteer themselves for the flood affected people.This camp created the togetherness and unity among the students. This camp strengthens the sense of empathy and makes them socially responsible sensitive and thus facilitates in the holistic development.

Participation in NSS and Adoption of Village, cleaning of village, Peace Rally, connects students with the larger social issues in the community and makes them socially responsible sensitive and thus facilitates in the holistic development.

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

3.4.2 Number of awards and recognition received for extension activities from Government

/recognised bodies during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

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

Response: 15

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	3	3	1

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

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

Response: 0.96

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

2018-19	2017-18	2016-17	2015-16	2014-15
7	5	3	1	0

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)

3.5 Collaboration

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

Response: 41

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

2018-19	2017-18	2016-17	2015-16	2014-15
11	15	4	7	4

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

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

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

with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Bangalore City College has the adequate facilities for the teaching -learning viz., classrooms. Liberties, computing equipment etc. such as class room, staff room, Principal room, Seminar Hall, tutorial Spaces with laboratories, this facility are available for the both campus that is Campus I and Campus II. Both the campuses are having the Wi-Fi facilities, where all the staff and the students can access anytime during the college hours. The college has required teaching aids like LCD projectors, Wi-Fi facilities, seminar hall, classroom and sports ground.

The college have enough facilities like **LIBRARY** with sufficient books, journals, magzines and e resources. The librarywill issue library cards to the students who can have access to the library during library timings. The library has vide colletion of books of different streams like Commerece,Management, Computer Science and Applications, Biological Sciences, knowledge based books, magazines and various newspapers. **The students** can register their names in placement cell for placemnt assistance. This organisation has made a remarkable tie-up with many reputed firms to place the students. **The** students have access to state-of-the-art lab facilities. The cutting edge science laboratories are fully equipped with the necessary infrastructure and the latest equipment's for conducting the prescribed experiments to aid students' practical education. **COMPUTER LAB c**omputing skills are an asset in any area of management. In recognition of this, the Institute has invested in a state of art computer lab with internet and multimedia facilities. The services are accessible during lab hours and also access is granted to the lab at all times to the student. All the machines are connected over a LAN. The college has its own transport system where the students can avail the facility. **RECREATION, COMPUTER VIDEO AIDS a** recreation hall is provided in the college with indoor games. The college has semainr hall facilities.

Common Facilities	Campus I	Campus II
Class rooms	30	25
Staff rooms	02	04
Principal room	01	01
Technology Enabled learning spaces	01	03
Seminar halls	01	03
Tutorial spaces	01	01
Laboratories	05	15
Botanical house	NA	NA
Animal house	NA	NA

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

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

Response:

Bangalore City College has the adequate facilities for both the Indoor and outdoor games along with the cultural activities. The students take active aprticiaption in indoor and outdoor games like Kabaddi, Basket Ball, Volleyball, Chess, Carrom, Cricket and Athletics etc. The students take active participate in inter collegiate sports and university level sports. The college conducts yoaga for students on internal yoga day. The college organises annual sports meet every year to motivate the students, srtudents take active participation in all the events like cricket, football, volyball, shot put, throw ball and atheltics. the events are organised separately for both boys and gilrs. The participants are awarded with tropies, individual tropies and medal with individual particapation certificates.

Sports	Athletics, Kabaddi, Kho-Kho, Basket Ball
Outdoor and indoor games	Cricket, Volley-ball, Chess, Carom
NSS	Available
NCC	Applied
Cultural activities	A cultural committee consisting of student's representations activel plans annual cultural activities and organizes various competitions i which students participate in large numbers.
Public speaking & Communication Skills development	A structured personality development session is systematicall organized with an aim that all the students develop the various skills b the end of the program.
Health and Hygiene	Continuous education to practice good health and hygiene is promote through continuous notices and displays at the vantage points.

Every year many of our students are selected for the college activities. the college sports committee motivates students to take participate in college level, inter collegiate level and university level sports. The college team participated in various sports tournaments like Football, Kabadi and Athletics and have secured prizes. The sports department always conducts an Inter Departmental Sports meet for the faculty members and students of our college.The sports department always takes care of the needs and wants of the students regarding sports materials. There is a separate sports wings attached to the college provides facilities for many games. In addition, the students can easily access to the sports and games facilities of the university.

The college have all the sports materials, the students can avail the sports facilities. The sports facilities in the college are built to and provide a different choice of sports and games. Sports help in building the

values like leadership and team spirit among the students..

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

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

Response: 14.89

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 07

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

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

Response: 88.43

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

2018-19	2017-18	2016-17	2015-16	2014-15
120	140	120	140	150

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

The college library is automated using integrated library management system called **LIBSUIT EDUCATIONAL**, library stands excellent in terms of books, journals, learning materials and other technology-aided learning mechanisms which enable students to acquire knowledge and information for their academic progression.

The modern day developments have lead towards digitalization in Bangalore City college.The functioning of the library has undergone a drastic change. Automation of library using the ILMS, use of e-journals and books, providing remote access to e-resources in the library have become a matter of necessity. Library has been automated using latest software to make the functioning of library easy and effective. The well maintained college library is enriched with a huge collection of valuable books.The central library was automated by the software in 2014. The software consists of various modules on acquisition, cataloging, circulation, serials control, and Online Public Access to Cataloguing . The new version enables the librarian to issue, renewal of books, maintain the database of books, journals, and to maintain the data of students and faculty who utilize the library resources. A visitor's book is maintained for students and staff. New arrivals of books and journals are displayed on separate stands and racks. Each student gets Security of resources is ensured through a system of checking at the exit point for all resources borrowed by the users. Visitors are also required to sign noting the time of entry and exit. CCTV cameras are installed in the library for strict surveillance.

The collection of books includes documents covering a wide range of subjects from English literature, pure sciences, arts,history and social sciences,languages etc. The library is automated, and has a spacious reading hall and reference section. The library has sufficient seating capacity in reference section to accommodate many users at any point of time.The various housekeeping activities of the library such as data entry, issue and return and renewal of books is done with the help of library software.

The college **Library is automated using Integrated Library Management system (ILMS)**

- **Name of ILMS Software**: **LIBSUIT EDUCATIONAL**
- **Nature of Automation (Fully/Partially): FULLY**
- **Version**: **WINDOWS**
- **Year of Automation:2014 (Same software is maintained till now 2014-2019)**

The college has central library and four departmental libraries.There is an Open Access Catalogue for students and staff.The reading room is well furnished to accommodate students at a time and provides conducive environment for study. Exclusive reference section is available in the library. The Books are classified according to Dewey decimal classification. Apart from the printed books the library is having access to e resources where the users are given awareness and made to access browse and download e books, e journals, databases etc. The new books are displayed for two weeks on the display stand. User orientation is provided at the beginning of the year regarding the various facilities services and resources available in the library.

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

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

Response:

The college central library has suffcent collection of reference books and journals. And the college subscribed with other libraries like British library and bangalore university library for further reference. The stafff and students can avail this facilities, the intersted staff and students can collect the access cards of the rescpective libraries to refer more and more books. The linkage with other libraries is notified to the staff and students with help of posters and circulars.

Bangalore City College the library is fully automated and digitalised. The staff and students visit the library for reference. A special SC/ST book bank is made available for the students as per the university noems to help the inneed students. The college has previous question papers bank to help the students to refer and prepare for university examinations. The **Newspaper Clippings and** news related to education, employment opportunities, socio-cultural issues, current issues, etc.are displayed on the notice board.

The college established digital library with sufficient computers to access E -Resouses. The students and staff can avail this facilities to access E Resources. The library has also internet and Wi-Fi connection for the staff and students.

DDC-Dewey decimal classification 21st Ed and Encyclopedia of Americana, Veterinary and Pharmacology Therapeutics and etc., are few collections.

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

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

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

Response: 1.8

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	1	1	4

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 44.21

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

Response: 187

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

All the computers in the centre are provided with the latest updated required software and upgraded hardware. A campus network is a proprietary local area network (LAN), the College has Computer Centres. Internet, printing and scanning facilities are also available through network. Further, computer centre is equipped with uninterrupted power backup. The teaching of information technology and computer-based papers is carried out through LCD screens in the computer centre. Internet with more than 60 mbps data transfer rate is available.

The College campus is fully Wi-Fi enabled which can be accessed by students and staff members in the academic block, tutorial block, corridors, and open areas. Users are provided a secure access with a login ID and password for using Wi-Fi facility only for educational purpose. The internet facility enables the Students and Staff to share, download and upload files and ppt at a fast rate.

The institute always initiate actions to upgrade IT infrastructure and related facilities iwhen required

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

4.3.2 Student - Computer ratio

Response: 2.5

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

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

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

Response: Yes

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

4.4 Maintenance of Campus Infrastructure

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

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
137	164	131	154	173

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

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

Response:

Stock registers are maintained by each departments and maintenance of the computer's lab is done by the technician and other instruments are given best care to maintain it by the lab technicians. Chemicals and others lab equipment are also checked and handled carefully by concern with all safety precautions.

Stock verification is done in all the departments twice in a year. Every year the instruments and devices in labs are checked and serviced by the authorised service persons. the damaged equipments which are are unfit to use are disposed and given for recyling to the concerned authorities. The campus maintencance supervisor looks over all the repair and maintenance work.

The college infrastructure committee head by principal and team submits the annual budget every year; the management allocates the funds for purcahse of new infrastructure. The institution has made the following arrangements:

1.Special and sensitive equipment are stored in separate enclosures as directed by the manufacturer.

2. All the equipment are under AMC's with renowned organizations who properly take care of the maintenance and upkeep of the equipment.

3. Periodical calibration work is entrusted to renowned agencies to carry out the activities.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 59.89

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

2018-19	2017-18	2016-17	2015-16	2014-15
216	273	270	104	145

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

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

Response: 8.68

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

2018-19	2017-18	2016-17	2015-16	2014-15
14	34	43	36	16

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

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document]
Any additional information	[View Document]
Link to Institutional website	[View Document]

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

Response: 11.07

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

2018-19	2017-18	2016-17	2015-16	2014-15
36	38	36	38	39

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document]

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

Response: 54.33

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

2018-19	2017-18	2016-17	2015-16	2014-15
227	163	148	184	200

File Description	Document
Details of the students benifitted by VET	[View Document](#)
Any additional information	[View Document](#)

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

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)
Any additional information	[View Document](#)

5.2 Student Progression

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

Response: 7.43

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

2018-19	2017-18	2016-17	2015-16	2014-15
11	18	23	09	14

File Description	Document
Details of student placement during the last five years	View Document
Any additional information	View Document

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

Response: 44.38

5.2.2.1 Number of outgoing students progressing to higher education

Response: 75

File Description	Document
Details of student progression to higher education	View Document
Any additional information	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

5.3 Student Participation and Activities

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

Response: 4

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	0	0	0	0

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

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

Response:

The college has active student council. The college student council takes care of student welfare. Each class has student representative to monitor class. the **STUDENT COUNCIL Roles and responsibilities are as follows:-**

1. To help students on any problems encountering in the college.
2. To officially represent all the students in the college.
3. To promote and encourage students to participate in organizational activities.
4. To enhance communication between students, management, staff and parents.
5. To promote an environment conducive to educational and personal development.
6. To help and promote friendship and respect among students.
7. To support the management and staff in the development of the institution.
8. To represent the views of the students on matters of general concern to them.

Responsibilities of the student council.

1. Council represents the views of the student to the management.
2. Promoting good communications among student, staff and administration within the college.
3. Giving guidance and mentoring juniors.
4. Dedication towards the development of institute policy.
5. Assisting in college sport and cultural activities.

Roles of the members of the student council

PRESIDENT

1. His first priority is to Preside over all student council meetings
2. Ensuring all the meeting happens on time.
3. Maintaining good rapport with faculty and administrators.
4. Regularly update the principal about the student council activities.
5. Participation in all the students council sponsored activities.

Role of Vice president

1. Vice president will work closely with the president.
2. When required he assumes the president role, if necessary
3. Coordinate the work of the various committees.
4. Helping and giving inputs to the president for preparing meeting agendas.

Student Council Committee	A.Y 2014-2015	A.Y 2015-2016	A.Y 2016-2017	A.Y 2017-2018	A.Y
President	Arvind kumar	Shalini	Roopa	Shagufta	Ree
Vice-President	Mohan	Praveen kumar	Shilpa	Vijitha	Ash
Secretary	Harikumar	Sneha priya	Sadath ahmed	Patan sohail	Nan
member	Praveen kumar gupta	Suvarna priya	Shweetha	Chandan. G	shal

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

Response: 4

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	4	4	4

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

5.4 Alumni Engagement

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

Response:

The college has registered alumi association with members. The college alumni meet is organised every year in the month of october. The college organises alumni meet with the help of current students every year. The alumnis are invited every year in advance through E mails ans phone calls to take active participation.

The recent Alumni meet was held on 12-10-2019 in room number 204 the program started by welcoming the alumnis to the program formal function started by 9:45 am with the invocation song by Ms. Sharanya from BSc FAD department lamp lightening ceremony was done by the dignitaries Dr. Maryada Sharma, Dr. Somali Ghosh, Dr.S N Rai, Mrs Uma Maheshwari, & Mr. Manjunath followed by the invocation song.

Mrs Jabeen Sultana faculty of English department welcomed all the dignitaries, faculties and alumnis to the program. Followed by the welcome address principal of Bangalore City College Dr Maryada Sharma addressed the gathering and announced about the campus recruitment available for the alumnis.

Entertainment programs by the present students were organized to entertain the alumnis, snacks were distributed followed by the entertainment events.

Games were conducted by Mrs Lalitha and Miss Tejashwini for the alumnis. Alumnis are given platform to share their experiences & achievements where most of the alumnis shared their memorable journey with Bangalore City College.

Program came to an end by 1:00pm with the formal vote of thanks delivered by Dr. Somali Ghosh.

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

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

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

Response: 5

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision:

To set high standards in imparting knowledge in higher education and inculcating superior value systems among students for the nation development to comprehensively meet the global competencies and challenges with a quest for excellence ably guided by technology.

Mission:

The college transforms the curriculum through systematic teaching, learning and evaluation process to create valuable citizens. Our endeavor is to ensure exemplary infrastructural facility with optimum student support activities coupled with good governance, leadership and innovation.

Bangalore City College [BCC] has been started with the vision of enabling the youth of this country to have a purposeful mission and to secure a niche in higher education for job oriented courses approved by the University. The college aims at giving the students a free hand to meet their goals and desires.

Institutions Distinctive Characteristics

- Imparting good education to students
- Providing inputs to opt for suitable career
- Education for All
- Education for a bright future of the youth and the Country

The Governing council meets at the beginning of the each semester to discuss the plans and policies for the forth coming year of and to resolute any issues that came up during the previous years. The Principal of the college conveys the council decisions and the action plans to be initiated by the HODs of the respective departments. The HODs are responsible for accurate execution of the action plan. There after the Faculty members of each department are informed about their duties and responsibilities. They follow the instructions given by the Principal of the college and interact with him or HODs for any clarification or feedback.

The Managing Committee delegates certain powers and functions to the Principal and the Committees so as to enable them to work efficiently. The Principal refers every matter to the concerned Committee(s). The decision taken by the Committee is communicated to the Principal and then to the Managing Committee. And any decision taken by the Managing Committee is communicated to the Committee(s) through the Principal. Although the major administrative decision is taken by the Managing Committee, full academic freedom is given by the Managing Committee to the Principal and the Committees.

- A system of participative management is followed which helps our staff to voice their opinions and

give suggestions which are valued and considered.

- ○ Management and heads of the institution ensures that responsibilities are defined and communicated to the staff of the institution. Responsibilities of every staff are communicated to them through notices thatclearly define their role in the implementation of any given assignments. Besidesthey are also informally counseled so as to make them aware of their duties.

IQAC plays a vital role in the functioning of both curricular and co-curricular activities involving planning, organizing and evaluation of every aspect of the institution. It acts as the think tank of the institution. Decision on new committees to be floated and effective co-ordination of these committees are overseen by IQAC.

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

6.1.2 The institution practices decentralization and participative management

Response:

Autonomy is given to the faculty to decide various polices for the Teaching-Learning process. These are then monitored during the Principal- Faculty and Principal to H.O.D meetings during the semester.

At the beginning of the semester, an academic calendar is planned department wise. Secondly the curriculum is allotted to various department faculties based on individual's specialization by HOD. The implementation of entire process is regularly monitored by the HOD and Principal and timely collective actions are initiated to ensure proper implementation of curriculum for all programs.

The H.O.D.s of the concerned departments guides the faculties and the faculties guide the students with regard to the books or websites to be referred, online journals for reference, scientific journals, current articles etc.

Departments are given the freedom to invite academic experts of their choice for their specific subjects as resource persons.

The equipment and books to be purchased are decided by the respective departments though the college allots money for these. Every department does a frequent updating of both when there is a syllabus change and every year new updated publication of books are recommended to be purchased and maintained in the library.

The teacher is given the freedom to evaluate the students for giving the internal marks which constitutes 20% / 30% of the total marks. For proper evaluation of the students class tests, seminar, assignments and internal tests are regularly conducted. Evaluation is completely done by the course teacher for college exams but it is monitored by the Head of the department. Students are given the opportunity to review their

evaluated answer scripts and seek clarifications on if any.

Student and the faculty feedback mechanism ensure accountability. Heads of Departments are given the twofold responsibility of monitoring faculty performance and attending to communications sent from various offices of the college.

The participatory management approach is practiced at different levels in the college and stakeholders are involved in the process of decision making based on shared insight.

The IQAC is constituted as per the norms of UGC. This ensures the involvement of Teaching and Non-teaching staff, students, Industrialist and the Management Board member in the decision making process.

The heads of all departments and the senior faculty are actively involved in the decision making process ensuring a role for each of the departments.

Student representatives (one girl and one boy for each department) are selected from all departments, both UG and PG to represent the whole class. They communicate the decision taken by the management and the opinion of the Principal to the entire student body. The representatives are also included in several committees of the institution who are able to present student problems to the particular committees and also can give suggestions to resolve a particular problem. They function in close association with the students and the management.

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

6.2 Strategy Development and Deployment

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

Response:

Perspective plan	Deployment
Orientation programme for new staff	Orientation programme for new Staff by Senior faculty
Orientation programme for freshers students	Orientation programme for 1st Year UG students by respective Department Faculties
	Orientation programme for 1st Year UG students on "Gender Sensitivity"
	Orientation programme for 1st Year UG students on "Anti Ragging and Anti Sexual harassment""
Training Programme for Faculty	Training on effective use of ICT in Teaching and Learning
	Faculty Development Programme on " Peace

	Education Programme" by The PremRawat Foundation on 26 February 2015 Faculty Development Programme on " How to Achieve Excellence in Teaching" One Day workshop on "Business Research Methodology" 19th February 2019 Cancer Awareness Programme organized in association with Myclinicare on 28/02/2019
National Conference	One Day National Level Conference on "Emerging Trends in Business and Information Technology"
Training Programme for Non-teaching Staff	Workshop on Microsoft Office and other usefull Tools to Non Computer background Teaching and Non Teaching Staff Training on Tally and ERP Seminar on Storage in Google Drive Training on Tally 9.0
Training Programme for Students	Workshop on "Free Copyrighted shortcuts" by Mr. Anil Nair on 14 July 2016 Personality Development Workshop on 16th November 2017 One Day workshop on "GST" 04th October 2017 Workshop on " Art Crochet and Tatting" in association with Anethor Madura coats limited 13th September 2018 Cancer Awareness Programme organized in association with Myclinicare on 28/02/2019 One Day workshop on " Communicative and Interpersonal skills" 28 February 2019 One Day workshop on " Cloud Computing(Google Cloud Provider)" on 30 March 2019 One Day workshop on "Marketing Communications" held on 22nd March 2019 One Day workshop on " Android Technology" on 21st May 2019 One Day workshop on " Digital Marketing" on 22nd May 2019 Skill Development Programme on Phython
Awareness Programmes for Students	World Environment Day – Plantation on 5th june 2017 Plantation in Chelikere BBMP Park on account of "world Environment Day" on 05 June 2018 Awareness on "NO smoking Day" 19th March 2019
Motivating students to participate in inter college competations	Designers fashion fest on 08th April 2017 "Prerana" Inter-Departmental Talents Day on 27th September 2017 Intercollegiate Fest on 19th April 2018 Intercollegiate Science Exhibition held on 12th April 2019

	Intercollegiate "Collage and Quiz competition" on account of "world Environment Day" on 06 June 2019
Implementation of E- Governance	Automation of Admision Process, Accounts, Library, Student Support
Extension Activities to students	Students visit to IISC "Open Day " on 23rd March 2019 Students visit to Old age Homes students visit to orphanages Organized Dental and General Health Checkup Camp in Association with Rajiv Gandhi College of Dental Sciences and hospital on 1st April 2019 Organized Blood Donation Camp in Association with Lions Club Bangalore on 2nd April 2019 Rally by the students of on "World Water Day" to create awareness on 22 April 2019 Swachh Bharat programme
Academic and Administrative Audit (AAA)	Academic and Administrative Audit (AAA) is conducted by external and internal members

File Description	Document
Any additional information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

The board of trustees initiates the various actions and approves all the policy decisions recommended by the principal/ HoDs. All the activities of the institution are required to be approved by the board of trustees/chairman/Director.

The implementations of recommendations approved are carried out by the Principal/Vice-Principal. The principal/Vice-Principal delegates certain powers to the HODs to ensure smooth functioning of the departments and academic activities.

The various academic committees regularly meet to follow up on the actions which were recommended and approved in the previous meeting. And to discuss to recommend future improvements and developments which are in line with the quality policy and for the development of the institute. The principal forwards the committee's recommendations to the board of trustees for approval and implementation thereafter

The institute has adopted a good human resource policy through which it administers manpower planning, development and recruitment, employee's well being, salary and wage administration and training and development activities.

There is a grievance handling cell in the college which comprises of efficient members. They attend the grievances and queries raised by the stake holders and solved effectively. A record is maintained for the grievances which are handled by the cell. The frequently raised problems are analyzed and remedial actions are taken for preventing it in the future

Grievances and feedbacks from all quarters are gathered from the Complaint Box and also through personal contacts and reviewed by the Committees.

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

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)
Any additional information	[View Document](#)

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

Response:

All the members of the staff are serving for the various committees and have been very effectively functioning and contributing for the efficacy of the individual committee.

The faculty members irrespective of being in a particular committee communicates to the Chairman/Coordinator of another committee his/her suggestions.

The committees deliberate on the agenda and suggestions by the faculties. The minutes are made thereafter and forwarded to the principal for further action who initiates appropriate action as per rules.

The entire campus is Wi-fi enabled with high speed internet connection to allow the staff adnd students to access the internet. The coverage is extened to all the floors within the campus premises. Staff and Students are informed to utilize the Wi-Fi Facility. The campus is wireless-fidelity enabled. with an internet speed of 70mbps. The students and faculty can access internet from anuwhere using wireless devices. The entire network is behind firewall and all the traffic is scanned for threats and viruses.

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

6.3 Faculty Empowerment Strategies

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

Response:

Human resource management

- The institute has adopted a good human resource policy through which it administers manpower planning, development and recruitment, employee's well being, salary and wage administration and training and development activities.
- Employees are given utmost importance and their needs are recognized well. The service rules for the employees are transparent. The employees are provided various benefits such as Leave facilities, adequate vacation every year, medical facilities etc.
- The institution frequently arranges for training programmes in-house and also deputes to other organization for acquiring balanced skills (technical skills, teaching skills, soft skills etc.) from all dimensions. Every time equipment is purchased and installed, software is purchased and installed,

the department arranges for a demo session by the supplier.

○ The institution encourages quality improvement programmes and deputes faculty on sabbatical leave for higher education. Their progress is monitored and based on their achievements incentives are paid, accounted during their appraisal based on which promotions are implemented.

○ Outstanding faculties of the institution are encouraged by giving the Best Teacher Award.

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

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

Response: 27.43

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

2018-19	2017-18	2016-17	2015-16	2014-15
16	20	27	24	13

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

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

Response: 3.4

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	1	2	2	4

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)
Any additional information	[View Document](#)

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

Response: 63.7

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

2018-19	2017-18	2016-17	2015-16	2014-15
66	15	49	56	47

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)
Any additional information	[View Document](#)

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

Response:

As the institute has a record of healthy salary policy, efficient and well qualified faculties come forward to associate themselves with the institution.

The institute has created its own appraisal form. Students fill up a feedback form on faculty every semester and these feedbacks are analyzed by the IQAC. The analysis of the feedback provides certain inputs on the individual faculties' strength and weaknesses.

The faculties' qualities such as communication skill, presentation skill, teaching ability, subject knowledge and usage of innovative teaching practices etc. are assessed by the HODs/Principal in the annual appraisal form. The principal finally assesses an individual faculty based on the feedback form and annual appraisal form. The decision on monitory increase etc. is taken thereafter. The principal/HOD communicates to the faculty the outcome of the assessment. While good performers are appreciated and motivated to continue to perform effectively, faculties with weaknesses are suitably counseled and action is extended to help them for total rehabilitation.

The strategy of empowering the faculties and motivating them to professional and meaningfully contribute for the academic and management development is yet another important factor which binds the faculties with institution.

The management has a pro employee policy and has introduced several welfare schemes for the benavalance of the employes. To name a few:

1. Sabatical leave for pusuing higher studies.
2. Educational and personal loans for employee's family.
3. Annual medical checkup and medical assistance.
4. Maternity and paternity leave for staff.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution has appointed a company **Nirmala Sreenivasulu& Co., Chartered Accountants** headed by a qualified Charted Accountant, Which has a team of qualified accountants, conducts the external audit of the entire institutes' accounts. On completion of the audit the Charted Accountant Company issues the receipts and payments statements along with the audited account for every financial year. And the internal audit is an ongoing continuous process in addition to the external audit. Qualified accountant and a team of staff have been permanently appointed to do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. In parallel of internal audit an external audit is also carried out on quarterly basis. The audit reports have not noticed any types of anomalies in the audit so far and the reports have certified that the books of accounts are maintained by the institute in the proper manner.

The last statuary audit was conducted on 2019 and the audit report dated 18-06-2019 for the year 2018-19 is available with the institute.

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

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

Response:

The Governing Body of the institution consatantly monitors for the proper utilization of allocated funds as per the requirement. The institute source of receipts is by way of fees payable by the students. A statement of accounts containing details of income and expenditure, including budgetary is placed in front of the Governing Body for its consideration and approval. The institute has the budgetary system in place and ensures that the income and expenditure is as per the budgetary plans. Hence the needs for deficit management do not rise. The audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions. The institute has been effectively managing the funds by the trustees as per the budget. A group of philantrapist and welwishers have setup a corpus to extend financial support to educational institutions in need. As and when need arises for securing additional funds, the institute approaches the said organisations for financial assistance. The sechuduled banks are also apporoched depending on fund requirements. Timely action is initiated to refund to the banks

The institute adheres to Utilization of budget approved for academic expenses and administrative expenses by management. The bill payments are cleared after verification of delivered items. All transaction has transparency through bills and vouchers.

For the smooth functioning of college various committees have been formed, each committee recommends the requirements and then forwards it to IQAC committee. IQAC committee looks over these requirements and forwards it to Governing Body for clear opinion. Based on the opinion of Governing body instructions are given to the accounts department and purchase department for needful actiion. All the major financial transactions are analyzed and verified by the governing body.

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

Response:

The Institution has established the Internal Quality Assurance Cell after the first cycle of accreditation. The IQAC has been actively functioning and has contributed substantially for improve quality enhancement. It is our endeavor to further strengthen the IQAC and extend support to develop more and more quality enhancement activities to comprehensively achieve the Institution's goals and objectives. The Institution plans to involve all the stakeholders to collectively work and provide ideas and proposals for quality enhancement activities at the Campus.

The IQAC is constituted as per the norms of UGC. This ensures the involvement of Teaching and Non-teaching staff, students, Industrialist and the Management Board member in the decision making process. The heads of all departments and the senior faculty are actively involved in the decision making process ensuring a role for each of the departments.

IQAC help to improve the overall teaching – learning process by introducing self appraisal of faculty, student assessment of faculty performance getting continuous feedback. The faculties evince interest to introduce and adopt best practices in the college that would improve the teaching learning system. The IQAC has been regularly organizing several quality enrichment programs.

IQAC and Heads of Departments provide opportunities to discuss the perspective plans and decide future plans.

The IQAC which is constantly monitoring the entire activities of the institution ensures that the quality policy is properly deployed in all the spheres of the academic activities. The feedback received from the stake holders on the various academic aspects and on the institution provides a clear picture of the institutional adherence to the quality policies. In case of any deviations, immediate corrective actions are initiated.

The IQAC major recommends and approval by the relevant statutory authorities:

1. Performance Based Appraisal System (PBAS)

2. Feedback and Action Taken Reports.

3. The campus is wireless-fidelity enabled.

4. Automation of admission, financial and examination processes, upgradation of Wifi and LAN facilities,

5. Providing inputs for Academic and Administrative Audit and analysis of results for improvement

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

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

Response:

The IQAC constituting senior members of the faculty decide and formulate methodologies, systems and procedures for the growth and development of the institution and to provide the best and ensuring continual improvement of Quality Management Systems through IQAC and other entities in the institution. The IQAC team members ensure that the policies are embodied in the quality objectives are well communicated to all the departments of the College for better enrichment and accomplishment in academic excellence. The IQAC ensures that all its programs and activities are in-line with the quality policy which are reviewed by the IQAC team at its regular meeting. The IQAC cell analyses the feedback forms on faculty/curriculum/academic by the stakeholders, analyses the feedbacks and necessary recommendations are made by the committee to improve the quality of education. The IQAC has been regularly organizing several quality enrichment programs. IQAC plays a vital role in the functioning of both curricular and co-curricular activities involving planning, organizing and evaluation of every aspect of the institution. It acts as the think tank of the institution. Decision on new committees to be floated and effective co-ordination of these committees are overseen by IQAC.

Students fill up a feedback form on faculty every semester and these feedbacks are analyzed by the IQAC. The analysis o f the feedback provides certain inputs on the individual faculties' strength and weaknesses.

The faculties' qualities such as communication skill, presentation skill, teaching ability, subject knowledge and usage of innovative teaching practices etc. are assessed by the HODs/Principal in the annual appraisal form. The principal finally assesses an individual faculty based on the feedback form.

The institution has several professional courses like MSW, MFA, MSc, etc which requires Industry Academic Interaction programs like linkage with government sectors and NGO's. The institution is incorporating voluntary organization visits, field placement, community camps, social work camps, innovative projects and dissertation for the professional courses. The institution created a network with various agencies, hospitals, industries government agencies. Linkages with the Industries, Govt Sectors and NGO's facilitated Faculty internship, Industrial visits, student internships, etc., and it made classroom teaching more relevant and practical.

The institution has linkage with the following Government organization for MSW course:

1. Central Jail
2. Women welfare Department
3. Child welfare Department
4. Child right
5. Children Parliament
6. Rehabilitation Centre

7. Vigilance home
8. Juvenile delinquent home
9. Government hospitals
10. Youth development project
11. Panchayat offices
12. Government programs
13. Family court
14. Juvenile court
15. Anganwadis
16. Government nutrition programs

Non-Government organization

1. APSA
2. APD
3. children Ngo
4. Women Empowerment Ngo
5. Elders helpline
6. Women helpline
7. Children helpline
8. Vimochana
9. Acharya school for blind
10. Institute for youth development
11. National Association for the blind
12. Lovedale foundation
13. J 4 C
14. Peace Charitable trust
15. Headstreams
16. Grace
17. Child Right and You
18. World Vision
19. Diya foundation
20. Vatsalya
21. Echo
22. Accept Society
23. Abalashrama
24. MakkalaAshraya Kendra
25. Sandhyakirana
26. Birds
27. Parikrama
28. Janodaya
29. Child right trust
30. Samarthanam
31. Swathi
32. Vidyaranya
33. People Trust
34. Child fund India
35. Dailydumb

36. Shishumandhir
37. Globalvision
38. Snehadeep
39. Access
40. Help age India
41. Mahiladakshitasamithi
42. Akshara Foundation
43. Sangama
44. Boscomane
45. Makkalajagriti
46. Civic
47. Myrada
48. Vidyanikethan
49. Sos children village
50. Visthar
51. Janagraha
52. Enfold
53. GKVK
54. CSR project of UNNATI
55. International UNICEF project from World Vision
56. Akshaya Patra Foundation
57. Human Rights Organization

Hospitals

1. Karunashraya
2. St. Marathas
3. Kidwai
4. Nimhans
5. St. Johns
6. Baptisst
7. HCG for cancer patients
8. MedicoPastoral Association
9. Spastic Society of Karnataka
10. Columbia Asia
11. Government hospitals
12. Manipal
13. Fortis
14. Hosmat
15. Drugaddiction rehabilitation centres
16. Freedom foundation
17. Shakthi
18. Accept
19. Primary health centres
20. Spandana
21. Manasa
22. Antharaganga mentally challenged children's residential school
23. **Industries**

24. Coco-cola
25. Jockey
26. Bosch
27. Mysore sandal
28. Gokuldas garments
29. Ace designer
30. BATA
31. Bombay Rayon
32. Texport overseas
33. Sreesaimithra industries
34. Concord creation
35. Y-cook India private Limited
36. Suprajit motors
37. Silver line industry
38. Aegis Industries
39. The institution offers many other add-on programs to various courses to meet the current industry requirements like Skill Development programs like Adavanced Java, SQl, Phython, digital Marketing, E- commereceetc and Personality development programs.

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

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

Response: 13.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
11	08	14	11	22

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
Any additional information	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)
Annual reports of institution	[View Document](#)

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

Response:

IQAC recommended several improvements to institution management and management has taken many initiatives to achieve excellence in infrastructure, Quality of teaching faculty and other staff.

With continous assesment and good coaching to students, the students of the college has secured many University ranks during the last academic years.

The college has secured following university ranks:

Year	Reg No	Name of the Candidate	Dept/College	Total Marks Obtained
2014	12YCAS6001	Ajay Kannan K	M.S. W	1427
2015	13YCST3014	Sunali Sharma	M.Sc Biotechnology	1556
2016	14YCAEL009	Sangeetha P R	MA English	1792

2016	14YCAEL001	Deepika A	MA English	1774		
2016	14YCSSC003	Asha H	M.Sc Computer Science	2067		
2017	14YCS86005	Chayanika singh	B.Sc FAD	4475		
2017	15YCSSC005	Kavyashree T S	M.Sc Computer Science	2146		
2018	16YCSSC017	Sandhya Rani S	M.Sc Computer Science	2105		
2018	16YCSSC09	Kavya K	M.Sc Computer Science	2094		

College offers skills training programs, aptitude training and other essential programs for the required staff and students with no cost, which helps the faculty and students to improve there strengths and weaknesses.

Placements department of the college has built a very good network with the alluminis of the college with the help of them college is able to place the students in various companies of their intrest. College placements department is working hard to place the students by giving training for the students to get succeed in the campus selections and off campus selections.

Faculty and Students are encouraged to participate and organize activities like cultural events, sports events, inter-college fests, seminars and conferences. The institution motivates staff and students by providing financial assistance.

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 10

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

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

Response:

In today's competitive world, an educational institute is not only responsible for providing the education of highest standards, it is also responsible for ensuring employment for its graduates. In order to fully prepare **Bangalore City College** graduates for their careers, it has launched initiatives such as the Personality Development Program, Industry Interactions, Guest Faculty from Industry forums, and the Language Lab. The main objective is to ensure that our students have the personality, exposure, skills, and self-confidence to take on the most urgent challenges and assignments starting from day one of their employment. Institute has formed Grievance Committee, Anti Ragging Committee and Anti- Sexual Harassment Committee with objective to review from time to time the existing provisions of the constitution and other laws affecting women and recommend amendments so as to suggest remedial legislation measures. Also creates awareness among boys and girls about Sexual Harassment.

Safety and security-

- The Campus is secured by 24 hr. surveillance of CCTV.

- Staff in/out movement is recorded in the register which is available at the main gate.
- As per hostel policy, students are not allowed to go outside the campus after 7 PM. If any student is found not following the hostel rules and regulations, his/her parents are informed via phone call.
- All students, faculty and staff members are given ID cards and they are expected to wear the same all the time they are on campus.

Counseling Cell- There is a counseling cell set up in college which helps students to discuss their issues personal, academic or professional. Counseling of students by Mentors help mentees learn the ropes at college develop relationships across the organization and identify skills that should be developed or improved upon High Job Satisfaction. A counseling register is maintained and followed up by action taken reports.

Common Rooms- have been provided for the both boys and Girls in the premises where they can take rest if they are not keeping well. They are provided with few indoor games, magazines and an easel so that they get to spend some quality time in order to relax their minds. They can sit there and prepare for their competitive exams as well.

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competitive exams as well.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Response: 0.13

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

Response: 20

7.1.3.2 Total annual power requirement (in KWH)

Response: 15875

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

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 15.75

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

Response: 2500

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 15875

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

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

Response:

- **E-Waste Management:-**Old version computers are transferred to the schools run by our education society and orphanges. The major   e-waste such as written off instruments/ equipment's, CRTs, Printers, Computers, Electronic gadgets, circuits, kits have been written off on regular basis and then it is sold out to buyers by auctioning. All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for renewal and safe disposal. Useful parts of electronic gadgets like resistors, capacitors, inductors, diodes, transistors, thermostats etc. have been removed from the gadgets for reuse in practical/projects.
- **Liquid Waste management:-** Liquid waste from the points of generation like the canteen and toilet etc is let out as effluent into a proper drainage facility and to avoid stagnation.

Recycling of water:- Water from wash basin /waste water from water filters is stored which is used for gardens, landscaping, and vegetation keeping the campus green at all times of the year.

- **Solid Waste Management**:- Separate garbage collection bins are kept for dry/ recyclable waste in laboratories, library, classrooms etc. Wet waste and dry waste is segregated and this is dumped in campus in a decomposing pit to convert it to manure and used in the garden to avoid synthetic manure. Every day all the academic buildings and other surrounding area in the campus are cleaned by out sourcing agency and they separate out waste and dispose accordingly.

The management and staff are taking initiatives to make the campus free of plastic and paper. The plastic found in the campus is segregated and handed over to BBMP for better disposal. It will help to do reduce the use of plastic and papers which will be a good contribution towards sustainable environment.

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

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

One of the best things that we can teach our students at a young age through college project and model for "Rainwater Harvesting." Water conservation has become a burning issue in and around the world. That is why we consider these projects viable for the college students. With this type of project, students can learn with fun and at the same time get the approach of science in their minds. With rainwater harvesting students would learn how to enrich our mother earth with lots of water, do optimal use of water, and the steps in recycling water with the rainwater harvesting model. During rainy season, there is abundant water available and the tanks store that water which is then used for gardens, lawns and other trees.

During other seasons recycling of water is done. Water from wash basins /bathrooms of hostel rooms is stored in two water tanks which are used for gardens, landscaping and vegetation keeping the campus green at all times of the year.

The benefits of water recovery for rain harvesting project are, a lot of water savings, especially if you have a home in the area where the season is hot you can use for your garden too.

The recovered rainwater can be used for:

Water the plants in the garden;

Small swimming pool;

Water for toilets.

Our management has the plan for initiating to start rain water harvesting

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

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

Response:

Green practices:-

1. Students and staff using public transport:-

Public Transport: As the college is located at a pristine location it has a very good facility of public transport it is easy to commute to the staff and students. Government has issued student concession passes to all the students and staff henceforth it encourages students and staff to use public transport facilities as it may help saving environment, leading to safe and secure life in turn will benefit all. The students who reside in and around the college vicinity use bicycles to commute to the campus, which is eco-friendly and helps reduce traffic.

2. Tree Plantation:-

Tree-planting is the process of transplanting tree seedlings. College has planted the trees in the campus

area to make it more environment friendly. College conducts many tree plantation program during NSS camps, social work camps and World Environment Day to encourage students and staffs for not only planting the trees but also to nourish them to maintain environmental balance.

3. Plastic free campus:-

The institution made the college premises to be plastic free campus by banning the use of plastic completely. The college security staff monitors the students and staff with the usage of plastic, if found disciplinary action is initiated against them with minimal fine and college conducts regular seminars, rallies, debates, poster making on hazards of using plastic to create awareness. It will help to do reduce the use of plastic and papers which will be a good contribution towards sustainable environment.

The college organizes many activities to inculcate the above practices.

4. Paperless office:-

The communication between the college and the university is done electronically through emails. There are various college Whatsapp groups, Google groups through which the students are communicated for any information or updates regarding the academics.

The college office uses one side used paper for any necessary printouts or photo copies, hence reducing the wastage of paper.

5. Green Landscaping with trees and plants:-

The institute has a green campus with around 70 trees and a garden with medicinal plants. There are various trees planted in the institute premises which include Mango, Palm, Jack fruit, Papaya, Banana, Gulmohar, Lemon, Pomegranate to name a few.

Waste water from college buildings is used for gardening the trees and lawns.

Seperate drums are provided for collection of recyclable plastic waste, dry waste and wet waste and this disposed accordingly.

Re-use of paper is done by the way of printing on both sides.

LPG gas is used in the Canteen for cooking and Solar water heating systems are provided on roof top of hostel buildings.

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

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
Any additional information	[View Document](#)

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

Response: 5

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)
Any additional information	[View Document](#)

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

Response: 5

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

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

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

Response: Yes

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

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

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

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

Response: 25

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	7	3	3

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

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

Response:

Bangalore City College celebrates Independence Day on 15th august every year .The whole college was bounded in patriotic fervour. Once everyone gathered, a welcome address was delivered by the principal. Flag hoisting was done by chief guest and national anthem was sung. Chief Guest and the Principal delivered speeches to motivate students what they are capable of and how can them take inspiration from national struggle and leaders. Representing different states everyone with traditional attire was present in the celebration Post these students participated in various cultural programmes such as singing national song and dancing to folk style.The programme ended with distribution of sweets on a happy note.

The teacher's day is celebrated every year on 5th September in Bangalore City College. It was organized by Students Committee . Teacher's day is celebrated in India in order to mark the birth anniversary of Dr. Sarvapalli Radhakrishnan who was a scholar, President of India and above all a Teacher. When Dr. Radhakrishnan became the president of India in 1962, he was approached by some of his students and requested him to celebrate his birthday as Teachers day. The request showed his love for teaching profession. From then onwards the day is celebrated as Teacher's Day in India.Students from different department in their respective classroom celebrated teacher's day with their faculty in special way. They were lined in front of classroom holding Teachers day greetings card. Students made rangoli in their classroom and decorated with lamps. This was followed by students signing Saraswati Vandana. Later, all teachers gathered in the classroom for cake cutting ceremony. Students sang traditional song for teachers.This was followed by a few words by teachers thanking all the students for their support and encouragement. All the teaching and non-teaching staffs were given gift and as a token of love and respect towards the teachers by students committee of the respective classes. The event ended on the happy note where all the students and teachers were given cake and snacks. The efforts of students were appreciated by teachers thus making the teacher's day a memorable day.

Bangalore City College celebrates ambedkar jayanthi every year to pay tributes to Dr. B.R ambedkar for his remarkable contribution to Indian constitution and upliftment of society.

National Youth Development day was celebrated in Bangalore City College on 12th January 2016. Likewise National Youth Day was celebrated every year in our College .It was celebrated across the country with great zeal to recall the teachings and thoughts of Swami Vivekananada.

Bangalore City College , Dept of social work makes every year a visit Children NGO and schools on occasion of children day .A special visit is arranged under the guidance of Prof Uma maheswari ,Hod Dept Of social workto spend time with underprivileged children and spread the message of humanity.

Bangalore City College celebrated yoga day on 21st june 2017 .A special session was conducted practicising yoga asana to encourage healthy living practice through importance of yoga on everyday basis.

File Description	Document
Any additional information	View Document

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

Response:

 Financial transactions of the institution and RKET trust is made through account payee cheques, Demand Drafts and online process . The Trust members and accounts Manager monitors the effective and efficient use of financial resources. The Governing council of the college reviews and approves the budget proposals presented before the Governing Body for approval. Actual day-to-day financial transactions are tracked by the Finance Officer and records are maintained digitally and manually. The salaries for the staff is done through bank payment every month and the fees collected by the students are acknowledged with system generated fees receipt. The institution expenditures are maintained in terms of vouchers signed by the financial authority. Financial Audits are done regularly by the team of external chartered Accountants.

Academic Transparency:

Bangalore City College is affiliated to Bangalore North University; hence forth the institution completely adheres to academic calendar prepared by the university. The admission process at the postgraduate levels is done at the university level counseling for Government seats and payment seats are filled by the college.

The institution prepares academic calendar of events well in advance every year and same is hosted in institutional website for students and stakeholders reference, And under the guidelines of the Heads of the

department a detailed Teaching plan is prepared well in advance for every semester for every subject and it is monitored by the heads of the department and principal. The institution publishes all the academic related information like courses offered by the college, eligibility of the students, university norms, exam procedure, syllabus and code of conduct in the college prospectus as well as on the institutional website and a copy of the college prospectus is given to student at the time of admission for all references.

The evaluated scripts/blue books of internal assessments and assignments are verified by the students and feedback is given by the faculty. The internal assessment marks and attendance of the students is displayed in college notice board well in advance before it is uploaded in to university web portal.

Transparency in Administrative and auxiliary functions:

The institution recruits all teaching and non teaching staff based on university norms and college notifies recruitment of staff through news papers as and when required. Staff code of conduct and salary increments are well defined and notified to all the staff members. The Service Books of all teaching and non teaching staff are updated regularly. Review meeting are conducted by various committees to ensure smooth functioning of administration. The AQAR reports, SSR, IQAC Minutes of Meeting and other administrative related information is hosted in college website and printed in college prospectus.

The institution has formed IQAC with members who are senior faculties with high academic expertise. All the HODs are the constituent members of the IQAC in addition to principal as the chairman with the vice-principal and a coordinator. The IQAC constituting such senior members of the faculty decide and formulate methodologies, systems and procedures to provide the best educational services to the stakeholders

7.2 Best Practices

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

Response:

1. MENTORING FOR SLOW LEARNERS:

- :

Those students who have personal, financial or academic problem are provided an opportunity for counseling to help the students with their specific problems to overcome them and bring them in to the normal stream of studies.

The context:

The first reason to establish a structured student mentoring initiative is to utilize the talents the institution is having. A structured mentoring initiative can save costs in talent, energy and time for students. Any information that saves their times and energy directly affects their quality on their performance and their commitment to their studies, thus enhancing our chances for retaining and improving them.

The practice:

Students mentoring is an area for problem solving, and an opportunity for encouragement. Mentors should be as friend – philosopher- guide who arable to spend valuable tie with needy students to hear their concerns, success, and grievances and proper reasons that make them slow learners. It should be only one

is to one interaction between a teacher and student.

- A mentor is a wise and trusted counsellor, a guide and teacher
- A mentor coaches, teaches, advises, supports, guides and helps the students achieve their goals.
- Mentoring is a tool that organizations use to nurture and grow their people.
- Mentoring is a personal as well as a professional relationship.

Our faulty tries to identify those students who are experiencing academic, personal, financial etc. Problems as early as possible. Students that have missed more than three or four classes are personally and the concerned faculty talks with them personally to inquire why the students missed more than three or four class days. If he/she show early signs of having problems or if the students continue to miss classes, then counsellor attempts to contact the student and a meeting is scheduled with those students with the student's counsellor. Through this personalized meeting the student's counsellor is able to ascertain the extract nature of the problem and assist the students to resolve his problem.

If the problem is academic that is the students concerned is having trouble understanding the subject or he/she is a slow learner then special tutoring is also given to assist students in various classes.

Peer mentoring has also been initiated to focus on building a connection of junior and senior students as well. Peer mentoring also include from senior students. The student's coordinator can call on senior students who might have faced the same problem or may be resourceful in solving the particular problem.

Evidence of Success:

This system has been followed for last few years and now students are well aware of where to go when there seems nobody else to turn to when they need help.

 Being in contact with our students on a personal basis is beneficial to the fact that it crates trust in the student's teacher relationship. When a student feels there is a shared trust in the relationship, the students is less likely to cheat or miss classes. Problems encountered and resources required:

Problems Encountered and resources required:

There is no single approach that will work for everyone. All cases are student specific and problem specific. Hence, faculties have to identify the specific problem of the individual students. In mentoring initiatives of any kind a wide variety of participation and impact on both mentees and mentor is expected. Individuals are variously talented as mentors, and mentees vary widely in their listening and strategic thinking skills. Some mentoring relationship brings immediate and longer term benefits others do not work at all depending on the mentality of the students.

2. STAKEHOLDERS'S RELATIONSHIP:

Stakeholders are students, parents, alumni and society

Objectives of the practices: standardization of system and infrastructure. Efficient professional management. Enhancing teaching quality,, maintenance of discipline. Attendance, performance etc

The context: all the members of the alumni cannot be accessed.

The practice; students' union and allied association represent student populating. Students can communicate their problems to their respective faculty advisors and HOD. Parents have access to meet them with the prior permission of the principal. Information regarding Go from prior permission of the principal. Information regarding GO DCE.RJD, any changes in the schedule given in the college calendar is informed to the students and faculty members.

Decisions are taken after consultation with the faculty. Old students' association is active with senior faculty in charge. Suggestions from alumni are acknowledged. Suggestions of the parents are also considered. Career counselling extended. Good library with internet facility and wide range of books serve as a knowledge resource. Faculty members participated in research and administrative activities. Guest lectures by eminent scholars are arranged

Evidence success; there is always high strength in admission and low dropout rates.

Problem encountered and resources required: inability to contact a large number of old students

Quality promotion through IQAC

Introducing and updating innovative teaching – learning and evaluating methods

Feedback from stakeholders

Participatory management.

7.3 Institutional Distinctiveness

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

Response:

Bangalore City College has been working into improve the quality of higher education. Apart from this college has also been involving in welfare needs of the society. College has been involved in number of activities entitled to social concerns. As an outcome college has plans to adopt a village. We have a good amount of student strength in our college from Bangalore Rural. Students carry out field studies and

community camps like social work camps for ten days. Often for intervention involving any social problems. Students have come up with development suggestions while interacting and working along with local communities on ground level. They would provide inputs and suggests practical solutions to issues faced in day- to-day lives of people, in the areas of livelihood, basis living amenities and environment problems like- poor sanitation, lack of drainage facilities. Also addressing social issues especially concerning to women and children like poor sanitation and menstrual hygiene, early marriage, girl child education and higher education, malnutrition etc. In starting phase of the plan is to conduct field study, working with local community and analysis the requirement of the community and approaches to improve their quality life. The knowledge awareness of the institution could be imbibed with the developmental plans of the village. And further could be considered by bringing into the notice of implementing authority. The institution would participate in carrying out and preparing of house level and community level development plan along with rural development and village authorities. Finally the institution will try to make use of technological possibilities, so that life in rural areas become easier, better and sustainable. Build a network of understanding and share knowledge between rural and institution in relation to developing and implementing smart solutions example of digital infrastructure where multiple functions can be performed.

5. CONCLUSION

Additional Information :

I am extremely happy to submit the Self Study Report (SSR) of our college to the National Assessment & Accreditation Council (NAAC), Bangalore for accreditation (Cycle III). The process resulted in introspection and analysis of the existing institutional quality systems and the progress made after the successive accreditation and for value addition in our efforts for continuous improvement. We have complied with the cycle-II Peer Team's recommendations and thus improved the Quality quotient of the Institution.

This Self Study Report is as a result of the excellent contributions by all the BCCians. I deeply express my gratitude for the excellent efforts of all the educational tribes at the Institution.

Concluding Remarks :

The Bangalore City College aim at imparting value based education to the students. The objectives of the Trust are achieved with the professional support of a very distinguished team of academician under the guidance of the trustees. BCC sincerely follows the Mission and objectives of the Institution to enhance attitude, knowledge and skills of the youth to contribute effectively for the growth of industry and business for a bright future of the country. The aim of the institution is to provide quality education for the empowerment of youth from all strata of society by promoting academic brilliance, employability and leadership with social obligation. The quality policy has been formulated based on the vision and mission of the college and is the guiding force that help departments to plan their activities. The institute initiates actions to enhance and enrich the teaching and non-teaching staff for their professional development. BCC has a formally stated quality policy. In line with the quality policy of the institution the entire academic plan which includes curricular, co-curricular and extra-curricular activities are planned every year. The IQAC which is constantly monitoring the entire activities of the institution ensures that the quality policy is properly deployed in all the spheres of the academic activities. The feedback received from the stake holders on the various academic aspects and on the institution provides a clear picture of the institutional adherence to the quality policies. In case of any deviations, immediate corrective actions are initiated. The Institute has in place a good Student and Support system in place. Good infrastructural facilities shall alone contribute for the effective implementation academic programs.

IQAC help to improve the overall teaching – learning process by introducing self appraisal of faculty, student assessment of faculty performance getting continuous feedback. The faculties evince interest to introduce and adopt best practices in the college that would improve the teaching learning system. The IQAC has been regularly organizing several quality enrichment programs. Especially from the previous academic years many programs are focusing on teaching-learning enhancement.