



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	BANGALORE CITY COLLEGE
Name of the head of the Institution	Dr. Maryada Sharma
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	08025459956
Mobile no.	9513222189
Registered Email	principal@bangalorecitycollege.org
Alternate Email	bangalorecitycollege2009@gmail.com
Address	160,chelekere Main Road, Banasawadi Outer ring Road, Kalyanagar Post, Behind BTS Bus Depot, Bangalore
City/Town	Bangalore
State/UT	Karnataka
Pincode	560043

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		private			
Name of the IQAC co-ordinator/Director		MANJUNATH S			
Phone no/Alternate Phone no.		08025425463			
Mobile no.		9916030046			
Registered Email		bcc.iqac@gmail.com			
Alternate Email		bcc.manjunath@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.bangalorecitycollege.org/pdfs/AOAR/BANGALORE-CITY-COLLEGE_KACOGN13902_AOAR-2017-18.pdf">http://www.bangalorecitycollege.org/pdfs/AOAR/BANGALORE-CITY-COLLEGE_KACOGN13902_AOAR-2017-18.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="http://www.bangalorecitycollege.org/pdfs/Calendar-of-Events/PG-calender-of-events.pdf">http://www.bangalorecitycollege.org/pdfs/Calendar-of-Events/PG-calender-of-events.pdf</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.30	2009	15-Jun-2009	14-Jun-2016
2	B	2.66	2014	24-Sep-2014	23-Sep-2019
<b>6. Date of Establishment of IQAC</b>			22-May-2009		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
One Day workshop on	19-Feb-2019 3	80
Cancer Awareness Programme organized in association with Myclinicare	28-Feb-2019 3	64
One Day workshop on	28-Feb-2019 5	68
One Day workshop on	30-Mar-2019 3	80
Awareness on	19-Mar-2019 3	30
One Day workshop on	22-Mar-2019 3	68
Students visit to IISC	23-Mar-2019 3	42
Organized Dental and General Health Checkup Camp in Association with Rajiv Gandhi College of Dental Sciences and hospital	01-Apr-2019 6	28
Organized Blood Donation Camp in Association with Lions Club Bangalore	02-Apr-2019 6	62
Seminar on Storage in Google Drive	07-Apr-2019 3	8
Intercollegiate Science Exhibition	12-Apr-2019 3	65
Rally by the students of on	22-Apr-2019 3	42
One Day workshop on	21-May-2019 3	67
One Day workshop on	22-May-2019 3	67
Intercollegiate	06-Jun-2019 3	22
Academic and Administrative Audit (AAA)	20-Jun-2019 3	3
No Files Uploaded !!!		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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No Data Entered/Not Applicable!!!

No Files Uploaded !!!

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Automation of Admission process  
Automation of Theory Examination process in association With University Solutions  
Wifi Campus Seminar by External Resource Persons  
Field visits of faculty and students for real time experience  
Academic and Administrative Audit

[View File](#)

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

Plan of Action	Achivements/Outcomes
Orientation programme for new staff	The faculties who joined as freshers had benefited
Orientation programme for freshers students	The UG and PG freshers students are educated with bridge courses and gender sensitivity, antirragging ... etc
Training Programme for Faculty	The institution organised many faculty development programs to enrich faculty in teaching and learning
Training Programme for Non-teaching Staff	The institution organised training program for non teaching staff to improve their skills in latest technologies
Training Programme for Students	The institution organised many more training programs for students like

	seminars, workshops...etc
Awareness Programmes for Students	The institution organised seminars and rallies on world water day, environment day, seminars on cancer awareness
Implementation of E- Governance	Maximum manual works are automated
Extension Activities to students	visit to old age homes, flood relief contribution are organised
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
governing Council	19-Jul-2019

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2019
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Date of Submission	20-Feb-2018
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	ESIS Management Information System
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## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

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.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Java/J2EE	Nil	02/01/2019	90	Placement Assistance is Provided	Communication Skills, Training on Advanced Technology Like Phyton. Digital Marketing

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BBA	Aviation	01/06/2018
No file uploaded.		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	30	26

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Indian Constitution	01/06/2018	80
computer Applications and Information Technology	01/06/2018	40

Entrepreneurship Innovation	01/06/2018	46
Value Education	01/06/2018	58
No file uploaded.		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Biotechnology	3
BCA	computer Science	30
MSW	Social work	20
MFA	Financial Accounting	2
MA	journalism	3
No file uploaded.		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>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. As per the feedback/suggestions collected from different stakeholders gap was identified and to fulfill the gap to take actions against suggestions/feedbacks received from different stakeholder institute has conducted workshops, seminars and guest lectures. To update the student with the latest technology faculty use videos, animations, Journals, Periodicals, etc. Different technical and cultural activities are conducted. Industrial visits and Industrial Tour are arranged every year.</p>

### CRITERION II – TEACHING- LEARNING AND EVALUATION

#### 2.1 – Student Enrolment and Profile

##### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCA	Computer Applications	120	60	50
BSc	Computer Science	60	11	11
BSc	microbiology,	60	12	15

	biotechnology, chemistry			
BSc	biochemistry, biotechnology, genetics	60	29	29
BSc	Fashion and Apperal Designings	60	10	10
BA (Journalism)	Jounalism	60	9	9
BBA	Administration	180	24	26
BCom	commerece	160	47	50
BBA	Aviation	40	10	10
MSc	biochemistry	30	3	3
MSc	organic chemistry	90	18	18
MSc	maths	30	7	7
MA (Journalism)	journalism	30	3	3
MA	English	30	3	3
MSc	physics	60	5	5
MSW	social work	60	21	21
MSc	Computer Science	60	23	25
MCom	financial analysis	60	23	23
MCom	commereceanalysis	20	11	11
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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	234	132	7	10	40

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used



57	50	12	6	Nil	28
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The mentor mentee system is to identify and provide support to the slow learners. Students are grouped in small numbers to the individual faculties who under take case work on students independently and counsel them to provide personal and psycho social support to enable the slow learners to improve their academic performance. Remedial classes are conducted to academically rehabilitate them. The Institute takes keen interest in supporting the students who have difficulty to handle the academic pressure. The institution has successfully implemented the mentorship program through which slow learners who are at the risk of failure or drop out are provided sufficient academic and other needy facilities to be academically successful. The institute strongly believes that every UG student before the completion of 4th semester will have sufficient inputs to formally decide on the career that he/she may opt on completion of the program (6 semesters) or the value addition to his/her UG education which shall facilitate him/her to a superior career option. All the departments of the institution regularly organize sessions where in students are provided the details of the various options available on completion.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
363	57	1:10

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
75	62	13	5	12

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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.

### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institute has a welldefined operating procedure to develop the academic teaching plans and it follows a welldefined 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 cocurricular 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, cocurricular 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.

## 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 in website of the institution (to provide the weblink)

**No Data Entered/Not Applicable !!!**

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BSC	BSc	FASHION AND APPAREAL DESIGNING	3	2	67
BA	BA (Journalism)	JOURNALISM	12	10	84
BCOM	BCom	COMMERECE	30	15	50
BBA	BBA	BUSINESS ADMINISTRATION	17	9	52
MA	MA (Journalism)	JOURNALISM	1	1	100
MA	MA	ENGLISH	5	4	80
MSW	MSW	SOCIAL WORK	34	34	100
MSC	MSc	MATHS	10	9	90
BCA	BCA	computer Applications	27	20	74
BSC	BSc	BIOTECHNOLOGY	13	9	69
BSC	BSc	MICROBIOLOGY	4	4	100
MSC	MSc	PHYSICS	16	10	63
MSC	MSc	BIOCHEMISTRY	3	3	100
MSC	MSc	ORGANIC CHEMISTRY	14	7	50
MSC	MSc	ANALYTICAL CHEMISTRY	12	11	92
MSC	MSc	BIOTECHNOLOGY	6	2	34
MSC	MSc	MICROBIOLOGY	6	4	66
MSC	MSc	COMPUTER SCIENCE	25	25	100
MCOM	MCom	COMMERECE	9	9	100
MCOM	MCom	FINANCIAL ACCOUNTING	8	8	100

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.bangalorecitycollege.org/alumni.htm>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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computer science	4
biotechnology	8
Journalism and mass communication	1
Microbiology	2
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	10	Nil	Nil
Presented papers	Nil	5	Nil	Nil
Resource persons	Nil	1	Nil	Nil
No file uploaded.				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
regular NSS camp	NSS	4	42
Blood Donation Camp	lions club	12	300
Flood relief camp	NSS	26	47
Health day	Social Work dept	34	80
Dental Camp	Rajiv Gandhi hospital	4	300
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	bangalore city college	Swachh Bharat	6	85
breast cancer awareness program	myclinic care	breast cancer awareness program	40	43
gender Sensitisation	bangalore city college	Gender and Gender Sensitisation	12	80
Water Day celebration	bangalore city college	Water Day celebration	12	37
No file uploaded.				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
MOU	TransIT mPower Labs(P) Ltd.	bangalore city college	30
student exchange	GIAAMfoundation, SJES college of management studies	bangalore city college	6
industrial visit	Hindustan coca cola private limited	bangalore city college	6
Training	CMR university	bangalore city college	6
visit	IISc	bangalore city college	4
Training	Indo Americal Hybrid seeds company	bangalore city college	4
workshop	Bangalore North University	bangalore city college	6
INTERNSHIP	PERISAVANTHY INVESTMENTS PVT LTD	bangalore city college	30
INTERNSHIP	KARNATAKA POWER TRANSMISSION CORPORATION LTD	bangalore city college	30
INTERNSHIP	MORGENALL	bangalore city	30

	MANAGEMENT CONSULTANT PVT LTD	college	
INTERNSHIP	MANNAPURAM FINANCE LTD	bangalore city college	30
INTERNSHIP	VEER-O-METALS PVT LTD	bangalore city college	30
INTERNSHIP	UNIBIC COOKIES PVT LTD	bangalore city college	30
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
8268373	7441535

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Existing
Laboratories	Existing
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
No file uploaded.	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
myclasscampus	Fully	1	2019

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	4801	759079	539	133000	5340
Reference Books	3001	278652	200	95000	3201	373652
Journals	11	4800	5	16000	16	20800
CD & Video	204	52000	30	15000	234	67000
No file uploaded.						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	168	2	2	1	1	15	4	4	5
Added	4		1						
Total	172	2	3	1	1	15	4	4	5

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

No Data Entered/Not Applicable !!!
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
LCS	<a href="http://www.bangalorecitycollege.org/gallery.htm">http://www.bangalorecitycollege.org/gallery.htm</a>
recording facility	<a href="http://www.bangalorecitycollege.org/gallery.htm">http://www.bangalorecitycollege.org/gallery.htm</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

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



	facilities		facilities
4593540	4363863	8268373	9095210

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

College allocates a separate fund for the maintenance. The labs are maintained by the full time technician to repair the equipment if needed and handle it with care. Stock registers are maintained in departments and maintenance of the computers is done by the technician and other instruments are given best care to maintain it by the lab attenders and chemicals and others lab equipments are also checked and carefully handled. Stock verification is done in all the departments twice a year and every year the instruments and devices in labs are been checked and serviced and missing or damaged items are been noted. The campus manager over sees all the repair work before the college starts. The college principle submits the annual budget every year the chairman allows the funds for the servicing and the repair of the instruments. Special and sensitive equipments are stored in separate enclosures as directed by the manufacturer. All the equipments are under AMC's with renowned organizations who properly take care of the maintenance and upkeep of the equipments. Periodical calibration work is entrusted to renowned agencies to carry out the activities.

<http://www.bangalorecitycollege.org/gallery.htm>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
remedial coaching	01/01/2018	122	bangalore city college
Language Lab	01/01/2018	18	bangalore city college
soft skill development	01/01/2018	127	bangalore city college
bridge courses	01/01/2018	80	bangalore city college
personal counselling	01/01/2018	12	bangalore city college
mentoring	01/01/2018	130	bangalore city college
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	competitive examinations career counselling	26	48	12	35
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
18	15	4

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
CSG solutions, CONTENT WRITER BIOCON VIZAK, LUPIN MUMBAI, Aegis Technologies	45	18	SLQ and Angular Technology, Datamar Intelligence Private limited, Concentrics, BCD Travel, KLAUS IT SOLUTIONS, ECHO, SACRED HEART COLLEGE, ENFOLD, APARAJITHA, JOCKEY	10	25
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	6	Bachelor of Computer Applications	computer Science	Bangalore University, garden city University	MCA

2019	7	BSC	Biotechnology	St.JOSEPH COLLEGE, oxford, pims, govt science college	MSc
2019	1	BA	JOURNALISM	KRISTU JAYANTHI COLLEGE	MA ENGLISH
2018	4	Bachelor of Computer Applications	computer Science	CAMBRIDGE, SAMBRAHAM, PRESIDENCY	MCA
2018	2	BCOM	MCOM	BANGALORE CITY COLLEGE	MCOM
2019	1	BBA	MANAGEMENT	GISMA Business School (Germany)	MBA
2019	1	MA	ENGLISH	ST.GEORGE COLLEGE	MBA
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
No file uploaded.	

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

Activity	Level	Number of Participants
COLLEGE annual sports meet Nill	COLLEGE	107
UNIVERSITY LEVEL Nill	NATIONAL	4
No file uploaded.		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a Grievance Handling Committee consisting of four faculty members and two student representatives. The students can either directly approach the committee members or drop their grievances in the box meant for grievances'. The cell actively responds to the student's grievances and takes required action after discussing the issues in the Grievance Handling

Committee. The college has constituted an Antisexual harassment Committee to resolve issues pertaining to sexual harassment. The committee consists of five faculty members and two student representatives to address these issues. To ensure the campus is totally free from sexual harassment, the college is equipped with CCTV cameras. Till date no cases of sexual harassment has neither happened nor reported in the institute. Ragging is strictly banned in Bangalore City College. The students receive sufficient awareness of the evils of ragging and the punitive measures which are initiated. This has ensured that the student do not indulge in ragging. 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 operation which consists of five faculty members and student representatives. The college has cultural committee staff and students representatives are part of the committee. Various outdoor and indoor games are made available to students such as Badminton, Basket ball, Volley ball and indoor games such as Chess, Carom, TableTennis. We have tie up with another organization and we are using their playground, where our students play Cricket and Football. The college organizes Fresher's Day and Graduation Day every year. Various cultural activities are performed by students such as dance, singing, skit etc. The college also organizes annual sports day every year. Yes, College has registered for the Alumni Association. Every year college conducts an Annual meet which is scheduled in the last week of December. Also some Alumni members are requested to come and share their experience and give guidance to students which benefit them.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni association is in existence and functional to maintain the link and relationship between the college and the alumni's. The Institute has an Alumni association to have a network with the Passed out batch students. Also with the currently studying students, Department maintains a groups where all the students are connected to. This group help the students to get all the important information. The IQAC cell invites the alumni's to participate in meetings organized for aluminates' annually. Alumni's provide various views and thoughts on advancements in quality of education. Alumni's contribute to place students' in various jobs' in MNC's and organizations by notifying the vacancies and referring our students for project internships and vacant positions.

5.4.2 – No. of enrolled Alumni:

2242

5.4.3 – Alumni contribution during the year (in Rupees) :

**No Data Entered/Not Applicable !!!**

5.4.4 – Meetings/activities organized by Alumni Association :

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

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

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

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

Autonomy is given to the faculty to decide various policies 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 Nonteaching 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.

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

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Any curriculum change is informed to the Principal by the BOS and Principal of the college in turn informs the respective department heads and the faculty members. At the end of the semester a feed back is collected from the faculty members to know how the change in syllabus is affecting the

whole curriculum. The analysis is sent to the BOS. Also, whenever the faculty members feel that there is a need to change any portion of the syllabus which is not keeping up with the emerging trends and the needs of the current society or to add a portion to improve the syllabus, it is notified to the BOS.

Teaching and Learning

Regular academic meetings of the dept Each department faculty members meet at the beginning of the semester to allocate the subjects to the respective teachers, finalizing timetable and preparation of departmental academic calendar. A review meeting is held at the middle of the semester to discuss the status of the completion of syllabus, Academic progress of the students, review of students' attendance. yet another meeting is organized during the end of the semester to review syllabus completion report , class test , students attendance record and materials or other requirements for the forth coming exams. . Academic plan: The College has two semesters in each academic year according to Bangalore university curriculum. Curricular, co curricular and extracurricular activities are identified and dates are fixed in the academic calendar. The academic plan is according to the university curriculum and prepared before the commencement of each semester. It is submitted seven days before the beginning of the first and second semester to the principal. Depending on the syllabus stipulated by the university and college academic calendar, each department frames the teaching plan, distributing the classes per paper/topic for every teacher at the beginning of the academic session. A copy of the teaching plan is submitted to the Principal. PrincipalH.O.D meetings are held periodically to review the academic progress in the department in order to complete the syllabus and for proper understanding of the subject by the students

Examination and Evaluation

Dates of examinations, last dates of project submissions, announcement of results, commencement dates for new academic year, dates of revaluation of paper, etc are announced well in

advance. In all departments internal assessment is conducted twice a semester, according to the students performance final marks are sent to the university. Apart from that class tests, assignments seminars and attendance percentage are also taken into consideration for the correct evaluation of the students. By closely monitoring the student's performance in the above manner, the objectives of the programs are fairly achieved and the outcomes match with the objectives.

Library, ICT and Physical Infrastructure / Instrumentation

The college has a well equipped computerized library with adequate books including text books, reference books, advanced books, journals and periodicals on various subjects. The Library provides various support services such as computer facility, online access to Journals, assist faculty and students on information on selected topics, information on new arrivals, display of interesting articles, question papers of previous years are maintained for students' reference and to prepare for the examinations. The institution provides the necessary infrastructure for effective teaching learning practice through ICT facilities, internet, WiFi etc. to impart knowledge through advanced technology. Internal tests are regularly conducted and corrective actions are initiated. Students are guided on the books to be referred, websites to be browsed on the net, online journals for reference, scientific journals, current articles etc. 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 institution has developed enrichment and enhancement courses such as Computer Application and Software Development, Personality Development programs etc., for these programs the curriculum and course materials are developed by the faculties.

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 inhouse and also deputed 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 deputed 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.

Industry Interaction / Collaboration

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 Placement and Training Centre runs comprehensive career programs with seminars and workshops to help students to identify their skills, understand the employer requirement.

Admission of Students

The institution has absolute transparency in the admission process. An admission desk is established with the team of personnel to counsel the candidates and parents who wish to seek admission to the various programs conducted by the institution. The admission desk comprehensively provides multiple solutions to all the queries and enquiries regarding the admission. The admission notification is advertised in leading regional/national newspapers and on the college websites. Prospectus of the college with comprehensive details of programs is printed every year and is distributed at all educational fairs. The team visits various cities in different



states where common entrance tests are conducted and institutions which are providing pre university education. The prospective students are guided to see and understand the various infrastructural facilities available at the campus. Large hoardings are displayed at the vantage points for the information of the public and students.

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

E-governance area	Details
Administration	Genesis eSIS9.662
Administration	Genesis eSIS9.662
Student Admission and Support	Gemsms5.124 Genesis eSIS
Examination	University Solutions

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Kiran Kumar B	INNOVATION, IPR ENTREPRENEURIAL IN BIOTECHNOLOGY	Sir M. Vishveshwaraiah Institute of Technology	500
2018	Manjunath S	Secured Data Transaction to the Cloud	SJES COLLEGE OF MANAGEMENT STUDIES	1000
2019	SOMALI GHOSH	A TWO DAY WORK SHOP ON HANDSON TRAINING ON LABORATORY EQUIPMENT AND INSTRUMENTATION	VIJAYA COLLEGE	1000
2019	SOMALI GHOSH	HANDS ON TRAINING ON LABORATORY EQUIPMENTS AND INSTRUMENTATION	VIJAYA COLLEGE	1000
2018	P.SUCHITRA	NEW FRONTIERS IN CHEMISTRY	INDIAN Academy degree college	1000
2018	R. GOMATHI	INNOVATIVE PEDAGOGIES FOR POWERFUL TEACHING	ST. HOPKINS COLLEGE OF MANAGEMENT	1000
2018	R GOMATHI	RECENT TRENDS IN CANCER	RAMAIAH COLLEGE OF ARTS	1000

		BIOLOGY	SCIENCE AND COMMERCE	
2018	P SUCHITRA	EPIGENETICS AND HUMAN HEALTH	GARDEN CITY UNIVERSITY	1000
2018	P SUCHITRA	INNOVATIVE PEDAGOGIES FOR POWERFUL TEACHING	ST. HOPKINS COLLEGE OF MANAGEMENT	1000
2019	Mr. Paul Kirubai Nathan	International Human Rights Day	St Aloysius college	500
2019	Mr. Paul Kirubai Nathan	Right to Dissent	st joseph college	500
2019	Ms. Namratha. B. M	Global Entrep reneurship	Central College	500
2019	Ms. Archana . A. R	Global Entrep reneurship	Central College	500
2019	Prof. Uma Maheshwari	Social work in India: Ethical Responsibilities and Human Rights	kristu Jayanthi college	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Staff Training Programme	Storage in google Drive	17/04/2019	17/09/2019	20	8
2019	Awareness Program	Early Detection of Breast Cancer Breast Health Check	25/01/2019	25/01/2019	5	35
2019	Women Safety	Women Self Protection	29/01/2019	29/01/2019	45	Nil
2019	Tally 9.0	Tally 9.0	03/07/2019	03/07/2019	58	Nil
2019	Communica tive and I nterperson al Skills	Communica tive and I nterperson al Skills	28/02/2019	28/02/2019	54	Nil

2018	Automation of Exam Process	Automation of Exam Process	08/09/2018	08/09/2018	Nil	10
2018	Automation of Admission Process	Automation of Admission Process	04/07/2018	04/07/2018	Nil	10
2018	How to Achieve Excellence in Teaching	How to Achieve Excellence in Teaching	10/07/2018	10/07/2018	Nil	48
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Innovative Pedagogies for Powerful Teaching	3	24/02/2018	24/02/2018	1
Recent Trends in Cancer Biology	3	20/02/2018	21/02/2018	2
Innovative Pedagogies for Powerful Teaching	4	24/02/2018	24/02/2018	1
Epigenetics and human health	1	12/03/2018	12/03/2018	1
Recent Trends and Explorations in Mathematics	1	10/04/2018	10/04/2018	1
Methodology Mix for Effective Teaching	3	02/10/2018	02/10/2018	1
How to Achieve Excellence in Teaching	54	07/11/2018	07/11/2018	1
Enhancing Institutional Excellence The Role of Teachers	1	19/01/2019	19/01/2019	1

Management				
Business Research Methodology Statistical Tool	1	11/02/2019	11/02/2019	1
Communicative and Interpersonal Skills	15	28/02/2019	28/02/2019	1
Marketing Communication	8	01/03/2019	01/03/2019	1
Workshop on "Hands on Training on Laboratory Equipment and Instrumentation	1	12/03/2019	12/03/2019	1
Academic Leadership	3	25/03/2019	28/03/2019	3
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
60	60	15	15

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
casual leave, maternity leaves, sabbatical leave, paternity leave, personal loans	casual leave, maternity leaves, sabbatical leave, paternity leave, personal loans	scholar ships, Fees concession, free admission for selected and in need students

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution has appointed a company Nirmala Sreenivasulu Co., Chartered Accountants headed by a qualified Chartered Accountant, Which has a team of qualified accountants, conducts the external audit of the entire institutes' accounts. On completion of the audit the Chartered 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 statutory audit was conducted on 2019 and the audit report dated 18062019 for the year 201819 is available with the institute.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the

year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
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6.4.3 – Total corpus fund generated

136542326
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**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	bangalore north university	Yes	bangalore city college
Administrative	Yes	bangalore north university	Yes	bangalore city college

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

regular parent teacher meet,
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6.5.3 – Development programmes for support staff (at least three)

skill development program
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

Addon Training Programmes/ skill Development Programms Linkage with Industry and NGOs Extension Activities Value Added Courses
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Addon Training Programmes/ skill Development Programs	11/01/2019	17/09/2018	11/09/2019	150
2018	Linkage with Industry and NGOs	11/07/2018	16/07/2018	11/09/2019	25

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2018	1	1	05/06/2018	3	WORLD ENVIRONMENT DAY	conservation of water, trees and environment	67
2019	1	1	23/03/2019	1	• SWACHH BHARAT PROGRAMME	cleanliness and importance	89
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
JOB RESPONSIBILITIES AND DUTIES OF PROFESSOR / DEAN/HOD	05/06/2018	<p>1. Providing leadership in both postgraduate and under graduate in relevant field of specialization. 2. Research and research guidance. 3. Consultancy services. 4. Teaching, including laboratory development writing of books monograph. 5. Evaluations of tutorials, assignments, journals, answer papers. 6. Interaction with industry. 7. Continuing education activities. 8. Student's counseling. 9. Interaction with other institutions, Universities at state, national and international levels. 10. Organizing seminars, workshops, summer schools and winter schools for teachers and professionals. 11. Publishing papers in national and international journals. 12. Fellowship of professionals' bodies. 13. Industrial liaisoning to promote summer and final placements. 14. Review of academic activities of the department periodically.</p>
JOB RESPONSIBILITIES OF ASSOCIATE PROFESSOR/ASSISTANT	05/06/2018	Teaching and ensuring attendance of students as per University norms. 2.

PROFESSOR

Planning and implementation of instructions received from Head/principal. 3. Student's assessment and evaluation. 4. Developing resource material for teaching and learning. 5. Extension of services to the industry and community. 6. Continuing education activities. 7. Co-curricular and extra-curricular activities. 8. Students counseling/ mentoring scheme implementation. 9. R D work on industrial problems consultancy. 10. Liaison with parents and community. 11. Publication of research papers, at least one in a semester. 12. Participate at least in one seminar/conference/workshop in an academic year. 13. Participation in departmental administration.(Lab Management) 14.Shall become member of at least two relevant professional bodies at his/her own cost. 15. Contribute to the activities sustaining accreditation of the institute. 16. Assist in summer and final placement activities.

JOB RESPONSIBILITIES OF SYSTEM ADMINISTRATOR

05/06/2018

To maintain the network and PCs. 2. To allocate login and passwords to students and staff. 3. To attend any complaints received from students and staff regarding PC or the network. 4. To maintain peripherals like printers, scanners etc. in serviceable condition all time. 5. To assist the management in procurement of hardwares, softwares and equipments. 6. To ensure back up of critical information regularly and at specific



		<p>intervals. 7. To maintain discipline in the lab and the server room. 8. To dispose of write off items in accordance with the procedure Laid down by PRES 9. To maintain internet connectivity and take steps to prevent misuse. 10. To assist faculty member in conducting lab sessions of their students. 11. Any other duties assigned by the Principal/Head/Professor.</p>
<p>JOB RESPONSIBILITIES OF LAB. INSTRUCTOR.</p>	<p>05/06/2018</p>	<p>To draw the lab schedules for the students and display on the board. 2. To record and maintain their attendance of the students. 3. To ensure discipline of the students in the laboratory. 4. To assist students in practicals in the laboratory. 5. To conduct lab examination as and when required. 6. To assist the system administrator to maintain the network and the computers. 7.To maintain database of marks of various exams and assist faculty member in compilation submission of term work, preparation of marks lists. 8. To assist the faculty member in conducting lab sessions of their students. 9.To maintain the dead stock /consumable/semi consumable registers of respective laboratories. 10. To maintain the continuous assessment records of students in respective term work. 11. Maintainance of all instruments/equipments in the respective laboratories. 12. To carry out any other duties assigned by the faculty member/Professor/</p>

		<p>Head/Principal. 13.To take care of day to day cleanliness see that the laboratories are kept in presentable form experiment setup and stalking the instruments at their proper stacking places. 14. To check at least once in a week working of instruments equipments under laboratory. 15. To prepare the requirement of consumables for the lab place indent for the same.</p>
<p>JOB RESPONSIBILITIES OF PLACEMENT OFFICER</p>	<p>05/06/2018</p>	<p>Prepare a data bank of potential industries for placements and keep updating. 2. Initiate correspondence with industries and organize recruitment process for placements. 3. Organize HR meet to strengthen rapport with corporate world. 4.Organize printing of placement Brochures/soft copies of information regarding students placements. 5.Obtain feedback from industries regarding strength and weaknesses of students who have been placed finally. 6.Obtain feedback from industries regarding performance of placed students (one year or more) and obtain inputs additional training/grooming of current students at least for their year. 7.Grooming the students for placements by organizing soft skill trainings. 8. Counseling of students regarding emerging areas of job opportunities. 9. Organize talks by experts to motivate students to seek job opportunities in emerging areas. 10.Give feedback to the faculty about strength weaknesses</p>

		<p>of students to enable them to initiate appropriate grooming activities. 11.To pay regular visit to industries establish close repo with placement/consultancies /R D/training establishment of linkages under guidance of Principal. 12. Any other duties assigned by the Principal from time to time.</p>
<p>6) JOB RESPONSIBILITIES OF LIBRARIAN</p>	<p>05/06/2018</p>	<p>To prepare and issue of Library cards to students and staff. 2. To receive demand slips from students and issue books to students as per their demand and library rules. 3. To follow up return of books issued to students and staff members. 4. To maintain fine collection register and instruct students to deposit the fine in the bank through challan. 5. To receive requisitions and issue and receive books from students, staffs following complete procedure. 6. To display new arrivals by photocopy of the cover page of the books and journals 7. To receive international journals magazines and highlight important articles, news. Items pertaining to management education/ institutes etc. and put up to the Principal for information. 8. To update and maintain files of paper cuttings. . 9. To compile back volumes of journals and periodicals and arrange for binding and stacking.10. To see that library is in a presentable and tidy condition at all the time.. . 11. To attend to problems of the staff</p>

members, if any, and redress the same promptly. 12. To maintain the day wise records of visits of students/staff faculty members in library. 13. Display of cuttings of news papers on education /social matters on notice boards. 14.To conduct the meeting of library committee as per guideline work as a secretary of library committee. 15.To Compile requirement of books periodical periodically submit to the principal for further procurement. 16.To take care of library automation update the same from time to time 17.To carry out 100 annual verification prepare list of book which one outdated damaged beyond use. 18.To regularly under take binding of books which are damaged.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
HUMAN RIGHTS	02/05/2018	24/05/2018	52
MERGING PERSON WITH PROFESSION CODE OF ETHICS	30/11/2018	15/12/2018	57
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

WASTE MANAGEMENT STEPS E WASTE MANAGEMENT Green Practices Initiatives by College towards Sustainable Environment

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. MENTORING FOR SLOW LEARNERS: Objectives: Those students who have personal, financial or academic problem are provided an opportunity for counselling 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 students mentoring initiative is to utilize the talents the institution is having. A structured mentoring initiative can saved 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 fro 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 continues 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 crate trust in the students teacher relationship. When a student feels there is a shared trust in the relatio

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.bangalorecitycollege.org/pdfs/Best-Practices-by-BCC.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

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 today 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.

Provide the weblink of the institution

<http://www.bangalorecitycollege.org/pdfs/>

### **8.Future Plans of Actions for Next Academic Year**

To increase the number of ICT class rooms To arrange more number of training programs for teaching/nonteaching staff. To strengthen industry linkages. To strengthen alumni and parent teacher association. To conduct more number of seminars and workshops for students To execute MOU with industries to get Internship, Training for students To implement the Outcome Based Education.