SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

RPA FIRST GRADE COLLEGE

CA 02, 70TH CROSS, 5TH BLOCK, RAJAJINAGAR, BANGALORE -560010
560010

www.rpadegreecollege.com

SSR SUBMITTED DATE: 11-09-2018

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Rajajinagar Parent's Association First Grade College, 70th Cross, 5th Block, Rajajinagar, Bangalore-560010 is being run by Rajajinagar Parent's education Society which was founded in 1969 under the name of Rajajinagar Parent's Association with the objective of preventing exploitation in the field of education. This is an institution which has been started by the parents of the locality to provide access to cost-effective and quality education so as to suit all sections of the society. RPA First Grade College started in 1993 with just 25 students in B.COm and B.Sc. later it increased the strength and started BBA, BCA and M.Com programs in the year 1996,2000 and 2014 respectively .Today the college has more than 800 students in various streams of B.Com, B.Sc., BBA, BCA and M.Com. There has been an incremental rise in the number of students getting admitted in our college and during this period the college has mastered the national goal of providing higher education to all and especially the girl children and it is evident from the fact our college has more than 46% of girl students till date. The college is committed to providing quality and affordable education to its stakeholders in an effective, transparent and holistic approach.

Vision

To be amongst the finest institutions in education by providing value based and career-oriented education and create self-reliant citizens with moral values and social responsibilities.

Mission

> To impart education based on scientific, moral and value-based foundation to meet the challenges of the technologically advancing global environment.
> To impart human values and to promote leadership qualities among students.
> To ensure quality education for the economically weaker sections of the society.
> To encourage the faculty and students to pursue academic excellence.
> To provide adequate infrastructure.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. New PG course in Commerce (M.COM) was started in the year of 2014.
2. Harmonies relationship between the different stake holders.
3. Endowment scholarships are provided to the poor and meritorious students.
4. Constant counselling of academically strong and weak students on regular basis.
5. Workshops, Seminars and Conferences conducted at national levels to showcase college strength.
6. Consistently the college has secured good results. One of our student secured university rank.
7. The college is recognized under 2(f) and 12(B) of the UGC act,1956. 8. CBCS model is in place

9. The college maintains strict discipline and the number of working days are always above the norms stipulated by the Bangalore University.

10. Student Teacher ratio is ideal as per the norms of the Bangalore University.

11. Transparent mechanism for handling grievance of students pertaining to CIE

12. The average pass% is always above compared to the Bangalore University.

Institutional Weakness

1. Collaboration and MOU with reputed organization needs to be strengthened.
2. Low enrolment in science stream.
3. There is an inadequate research program and facilities.
4. Lack of hostel facilities
5. Limited flexibility and opportunity in the curriculam design and development.
6. Limited focus on research activity
7. Resource mobilisation fron Government &NGO for research is limited..

Institutional Opportunity

1. The college has competitive potential to deliver the best possible outcome for its stake holders by giving them the advantages.
2. The college is located in the IT hub and industrial area by creating ample facilities for student's placements.
3. The college has to give more career guidance for the students.
4. The college may try for MOU with reputed institutions.
5. More value-added courses to be introduced.
6. Improving teacher quality by virtue of making them to pursue Ph.D and to attend Seminars/ conferences.

Institutional Challenge

1. Bridging the gap between curriculum and industry requirements.
2. Introduction of PG courses and new combinations to maintain the standard and demand.
3. The college faces infrastructural demand striking a balance between quality and quantity is a challenge.
4. Develop a research centre in the college with more applied projects and academic publications. 5. Promoting creative and Innovative spirit among students and faculty
6. Improving language & communication skill among students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institute is affiliated to Bangalore University. The Institute offers four programs in UG namely B. Com, BBM, B.Sc., BCA and one program in PG namely M.Com. The college follows the Bangalore University prescribed curriculum. The institution develops action plans for effective implementation of the curriculum.

Teachers are encouraged to impart the curriculum through innovative teaching methods. The institution organises guest lecturer, workshop, inter-collegiate academic fests etc. The stake holders are encouraged to provide suggestion to improve the academic standards. The curriculum includes study on environment, public health, ethics and moral values, professional ethics, human rights computes fundamental and Indian constitution etc besides the regular core subjects.The feedback system on the curriculum is in place and the curriculum taken by the stake-holders are analyzed and sent to University for further action.

Teaching-learning and Evaluation

The teaching- learning strategies are structured to facilitate the achievement of the intended learning outcomes by designing the academic plan, lesson plan, innovative teaching learning methods. Faculty members act both as mentors and guides. A thorough planning and execution of the strategy in teaching the courses throughout the semester prove the way for efficient learning for students. Academic calendar consists of list of working days, internal evaluation another important events like cultural fest, NSS programmes, sports day are planned. HOD monitors the academic progress as per the proposed schedule. Faculty adheres to the proposed lecture plan and were encouraged to participate in National level conferences, workshop and industry integrated certification programmes. The vision of the college for creating students with enlightening minds to be amongst finest institution in education by providing value based and career oriented and create self - reliant citizen with moral values and social responsibilities. We provide holistic education in an atmosphere of secular, free, scientific, intellectual and democratic platform. The quality of teaching and non-teaching staff is highly professional and committed. We are continuously evolving and innovating ourselves to meet the highly demanding requirements of our stakeholders. The average pass percentage of RPA-UGC is always above The Bangalore University results.

Research, Innovations and Extension

The college provides conducive atmosphere and facilities for research and development both for the student community and the faculty. Many of our faculty members are pursuing their Ph.D. degrees. Our college is recently recognised by 12(B) of UGC act 1956. The college has a research committee in place. The research committee works towards encouraging the faculty members to inculcate in research activities. Further, the college has provided laptop and internet access to encourage teachers in research work. The management is insisting all teacher to participate in National level conference. Our college has organised national and state level seminars and faculty development programme, besides plans for organising international seminars. We have 15 publications in the journals, proceedings of the Seminars organised by other colleges and University. Lt. Annnappaswamy has attended Prime Minister Republic Day Parade at New Delhi. The college has NCC and NSS Units which conduct various activities like Blood donation camp, Swachh Bharath Abhiyan, Tree Plantation Camp, Pulse Polio Immunization Camp, Medical Camp, NSS Special Camp etc. The college encourages the faculty and students to initiate, participate and implement the programmes, which contribute to societal awareness for various issues. NSS unit of the institute regularly conducts camps in the nearly villages in order to create an insight into the societal needs in the mind of students.

Infrastructure and Learning Resources

The College has adequate infrastructure facilities to augment the teaching learning process. Our infrastructure is growing, and our quality of education is increasingly reaching newer goals. There are 28 lecture halls among them 12 ICT enabled class rooms. The departments are provided with laptops for ICT enabled teaching. Seven laboratories with necessary equipment with latest technology is placing to enhance science practical learning. The college has four computer labs with 71 computers, a browsing centre with 10 desktop computers. Totally the college has 118 computers for teaching learning process. the college library is provided with easy access to all its constituents, spacious reading room, reprographic facilities. The college has fully automated library with OPAC system, 12000 books as text and reference books. We have a subscription to around 24 journals and 18 periodicals. The campus is Wi-Fi enabled with intranet facility. The college has Seminar Hall with LCD facility, open air Auditorium, Health Centre, Yoga Centre. There is RO water facility for healthier campus life. The college has biometric and CCTV surveillance compliance. The sports facilities are adequate with Indoor and outdoor, gymnasium and opportunities for cultural and social interaction are many. The college has a vast playground for outdoor sports and games. Every year the college organises Annual sports Meet in the college campus. Students take part in various intra and inter collegiate cultural competitions in and around the city and bring laurels to the college regularly.

Student Support and Progression

The students are provided with multi-dimensional approach for overall development like counselling facilities, fee concession facilities, hundreds of scholarships are provided to students from social welfare, state and other philanthropist associations. The sports infrastructure is commendable and has helped win many medals and prizes. Our students have also shown immense determination and spirit by winning many medals and certificates in sports and cultural activities in the inter collegiate competitions. 5 students of our college participated in RDC at Delhi. Many of our students are national/ state / university champions. Miss Shalini participated in cultural activity (Bharatanatyam)in Dubai(UAE). These are just few of the gems in the college crown. There is one NCC wings - Army along with one NSS units. The college collaborates with many NGOs, voluntary organisations, government institutions, and industries development of the student. An effective student mentoring and support is practiced at RPA Degree College. Mentors are nominated for a group of 25 students and given the responsibility of monitoring the academic performance and personal counselling. The mentor convener a meeting on monthly basis with the students to discuss the over all performance and progress of the student. Remedial and Bridge courses are offered to the students.The counseling center, Student welfare committee,Anti ragging, Anti sexual harassment committees are taking care of the grievances of the students.

Governance, Leadership and Management

Our college management is deeply committed to ensure quality education. The management is highly competent and responsive in designing and implementing policies to upgrade the academic and administrative standard. The Governing council will take care of the academic activities of the college. The committee meet periodically to discuss the various schemes of quality enhancement in consultation with the principal and senior faculty members. It makes plans for the academic progress and coordinates with various committees and faculty for quality improvement and implementation. The office administration is looked after by a manager, Accounts

superintendent, Accounts officer and support staff. The college conducts regular financial accounting and audit. The administrative work is also executed through various committees consisting of teachers and students appointed from time to time by the principal and council.

The institution ensures Environmental consciousness in the minds of students by conducting environmental awareness programmes periodically. College has adopted mentor system,Best Teacher Award, Bosch Training Programme. It also nurtures training and career guidance programmes in order to ensure employment opportunities to students. This institution has "health clinic and medical officer " in order to provide safety and medical facilities to students. It has implemented anti-sexual harassment cell to solve the problems of the students. The cell is also responsible for maintaining overall discipline. Free books scheme is practiced to provide books to the poor and meritorious students under "Akshara Dasoha". The institution has adopted rain water harvesting and solar energy system. Women Empowerment Cell facilitates in providing assistance to the girl students in addressing the issues on health, hygiene, marital issues and sexual harassment and safety issues. The institution maintains green and clean campus, waste management as part of environment audit.

There are many innovative practices introduced by the college. The best practices quoted by the college are 1. Best Teacher Award 2. Bosch Training Programme.Further recent Introduction of AAA is the additional advantage for the all round holistic development of the college.

The college has an effective IQAC which facilitates quality teaching-learning environment.IQAC also initiated AAA (Academic & Administrative Audit) programme in the college from the academic year 2018-19.

Institutional Values and Best Practices

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	RPA FIRST GRADE COLLEGE
Address	CA 02, 70th Cross, 5th Block, Rajajinagar, Bangalore -560010
City	Bangalore
State	Karnataka
Pin	560010
Website	www.rpadegreecollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
IQAC Coordinator	Uma Manoj T.	080-23503211	9986369628	-	uma.manoj97@yahoo.com
Principal	Dhananjaya B. R.	080-23503211	9844032126	080-23208656	rpacollege@rediffmail.com

Status of the Institution	
Institution Status	Self Financing and Private

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
Type of Institution	

By Gender	
By Shift	
Recognized Minority institution	
If it is a recognized minroity institution	
Establishment Details	
Date of establishment of the college	

Location and Area of Campus

Campus Type	Address	Location*		Campus Area in Acres	Built up Area in sq.mts.

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

State	University name	Document
Karnataka	Bangalore University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	26-03-2012	View Document
12B of UGC	18-04-2018	View Document

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

Main campus area	CA 02, 70th Cross, 5th Block, Rajajinagar, Bangalore -560010	Urban	0.7	6664.28

Details of Programmes Offered by the College (Give Data for Current Academic year)				
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualificatio n**	**Mediu Instru**
UG	BCom,Commerce	36	pre university	Englis
UG	BCA,Computer Science	36	pre university	Englis
UG	BSc,Mathematics	36	pre university	Englis
UG	BBA,Management	36	pre university	Englis
PG	MCom,Commerce	24	B.Com.BBA	Englis

PG Diploma recognised by statutory authority including university	PG Diploma, Commerce	12	B.Com. BBA	English

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				1				8				24
Recruited	1	0	0	1	5	3	0	8	5	19	0	24
Yet to Recruit				0				0				0

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				12
Recruited	5	7	0	12
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	1	1	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualificatio n	**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.	1	0	0	1	0	0	0	0	0	2
M.Phil.	0	0	0	0	0	0	1	3	0	4
PG	0	0	0	4	3	0	4	2	0	13

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	14	0	14

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	440	0	0	0	440
	Female	368	0	0	0	368
	Others	0	0	0	0	0
PG	Male	15	0	0	0	15
	Female	21	0	0	0	21
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	55	50	50	58
	Female	47	48	39	25
	Others	0	0	0	0
ST	Male	5	7	6	9
	Female	2	5	4	2
	Others	0	0	0	0
OBC	Male	295	314	258	278
	Female	227	207	171	164
	Others	0	0	0	0
General	Male	100	110	132	126
	Female	113	127	156	128
	Others	0	0	0	0
Others	Male	0	0	0	0

	Female	0		0	0	0
	Others	0		0	0	0
Total		844		868	816	790

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3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years Response : 24

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
05	05	05	05	04

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
844	866	5	788	743

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

2017-18	2016-17	2015-16	2014-15	2013-14
600	600	600	600	520

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
215	215	172	140	172

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

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

2017-18	2016-17	2015-16	2014-15	2013-14
33	27	35	30	30
File Description			Document	
Institutional Data in Prescribed Format			View Document	

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

2017-18	2016-17	2015-16	2014-15	2013-14
33	27	35	30	30
File Description			Document	
Institutional data in prescribed format			View Document	

3.4 Institution

Total number of classrooms and seminar halls

Response : 29

2017-18	2016-17	2015-16	2014-15	2013-14
14.05	19.83	4.45	23.45	16.05

Number of computers

Response : 118

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:

The curriculum design and development is done by the affiliating Bangalore University. Never the less the college adopts proactive measures to effectively transfer the curriculum to suit the socio economic and pedagogical stature of the students, who are first time learners too. Most of our teachers adopt bi-lingual method for teaching learning. The copy of the curriculum is kept in the library for the benefit of the students either in the form of photo copies or sometimes asked to write down for personal benefits at the beginning of each semester. The IQAC Co–ordinator along with the governing body plans the entire calendar of events, prepares action plan for effective implementation of Calendar of events and course description like internal tests, special lectures, projects, events, exhibitions, seminar classes and other academic activities to get the best curriculum outcome. The faculty members are briefed on the academic plan through the syllabus and each faculty is provided with faculty dairy and monthly performance report to the HOD of the concern department for effective implantation of the curriculum is done and other curricular activities accordingly for each of the semesters. This allows the departments to plan and implement the curriculum in a spaced and more effective manner.

The teachers use ICT tools to enhance the teaching process. Every class room is fitted with green boards. Every department is entrusted with laptop for its faculty. The teachers use many methods besides ICT to enhance the effectiveness of curriculum delivery, such as group discussions, debates, question answer sessions, exhibitions, magazines, etc to effectively communicate and teach the curriculum designed by the university. The curriculum is just a platform used by teachers to make learning more simple, understandable and effective. The students have access to text books and reference books in the library and are provided with internet browsing facilities to ensure that the curriculum is well understood and learned. The students are encouraged to present seminar classes, participate in the debates, choose projects, and participate in the study tours and industrial visits to make curriculum more interesting, effective and participative.

The participation of teachers in the academic bodies and universities such as board of examinations, and curriculum designs makes the process of curriculum delivery more meaningful, participative and effective. The slow learners are helped with bridge course and remedial coaching classes to help them not only cope with the demands of the curriculum but also make desired progress. The project works, assignments, result analysis, departmental meetings and the feedback from the students help in improving the implementation of curriculum.

In our institution we makes genuine efforts to effectively communicate and deliver curriculum with ICT facilities, tests, assignments, projects, field visits, practical classes, Fests, seminar classes, thus ensuring the maximum benefit to the students from the designate curriculum by the affiliating university.

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

Response: 10

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

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	02	01	01

File Description	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: 16.13

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	01	00	00

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: 4.17

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

Response: 01

File Description	Document
Details of the new courses introduced	[View Document](#)
Any additional information	[View Document](#)

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

Response: 01

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 programs in which CBCS/ Elective course system implemented.

Response: 05

File Description	Document
Name of the programs in which CBCS is implemented	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: 11.59

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

2017-18	2016-17	2015-16	2014-15	2013-14
144	125	113	80	18

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	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:

The curriculum is prepared by expert body consisting of teachers from various institutions and senior faculty. The members ensure that the curriculum does cope with the requirements of the industry,

application of knowledge, inclusion of most recent phenomena, relevance to the current times etc. Although the above said factors are important for any students, there are other issues that are beyond just the education and employability such as the issues of gender, environment, sustainability, human values, and professional ethics which also need equal representation in curriculum. Most of the programs do have these issues addressed in their syllabus and are seriously imbibed among students. For all streams few subject are compulsory which talks about humanities curriculum for example includes various issues on women empowerment, sustainable development, human values like justice, equality, liberty and rights, caste issues, rights and duties, social responsibility, child rights, sexual minority rights, etc.,. Similarly, the science streams deal with issues of environment, global warning, forestation, flora and fauna and sustainability etc.,. The commerce and management programs inculcate the business ethics, professional etiquette and moral values, ethics in business, fare pricing and competitions and moral business practices etc. The institution is committed to not only imparting the values that are mentioned in the curriculum but go beyond that to impart values that are needed to empower the youth intellectually, morally, socially, spiritually and into holistic individuals who will transform the society for a better world.

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: 04

File Description	Document

Details of the value-added courses imparting transferable and life skills	

1.3.3 Percentage of students undertaking field projects / internships

Response: 33.18

1.3.3.1 Number of students undertaking field projects or internships

Response: 280

File Description	Document
Institutional data in prescribed format	

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	

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: C. Feedback collected and analysed

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

Criterion 2 - Teaching-learning and Evaluation

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

Response: 0.27

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	06	00	00	03

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

2.1 Student Enrollment and Profile

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 73.3

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

2017-18	2016-17	2015-16	2014-15	2013-14
844	866	815	788	743

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

2017-18	2016-17	2015-16	2014-15	2013-14
1130	1130	1130	1090	1050

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

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:

"Orientation program" is conducted for the first semester students of different courses at the beginning of the academic year. To impress the students with various facilities in the college in terms of curricular, co-curricular and extracurricular activities further the fresher's will be enlightened on the scope of the study, the details of the papers to be studied, mode of evaluation etc… remedial classes are conducted for the students of different streams and different semesters.

applicable reservation policy during the last five years

Response: 76.01

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

2017-18	2016-17	2015-16	2014-15	2013-14
461	462	451	431	412

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

2.2 Catering to Student Diversity

Library: A knowledge centre, digital library and internet facilities provides useful information for the students which enable them to cope with the enrolled program. These exercises bridge the knowledge gap of the incoming students and enable them to cope with the new environment.

Special programs for slow learners and advanced learners: The slow learners are taken special care by the concerned teachers/ counsellors/ mentors. The slow learners are constantly encouraged to pursue their studies with concentration and confidence. Remedial classes are arranged for them to overcome their deficiencies and weakness. Unit wise revision of the syllabus facilitates them to grasp the learning easily and counselling mode is adopted for facilitating slow learners to improve.

The advanced learners are encouraged to present their papers in the seminars. Reference books are provided to them. These advanced learners are encouraged to participate in seminars conducted in the college and in other institutions. they are also encouraged to motivate and guide their co-friends in their studies and curricular activities. Extra classes are taken after class hours on week days to provide special guidance by the faculty . Class teacher's acts as mentors for the students, each staff members mentors the student. Their problem is considered, and attempt is made to solve the problem. Extra time is given to ask

question for weak student. Remedial teaching is provided for slow learners, individual attention is given to avoid confusions. Repetition for the same concepts in extra classes helps the slow learners to understand the concepts clearly.

2.2.2 Student - Full time teacher ratio

Response: 25.58

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.12

2.2.3.1 Number of differently abled students on rolls

Response: 01

File Description	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:

Experiential learning: This focuses on the learning process for the individual instead of hearing or reading about other experiences. Opportunities in a student's field of interest can provide valuable experiential learning which contributes significantly to the student's overall understanding of the realworld environment. Experiential learning is a process through which students develop knowledge, skills and values from direct experiences outside a traditional academic setting. Our college provides the opportunities for students to take initiative, make decisions and be accountable for the results. Opportunities are given for students to engage intellectually, creatively, emotionally socially or physically.

Participative learning: Interaction learning activities – it engages students by allowing them to actively participate and verbally respond within the learning environment. Group discussion, case studies, questionnaires and cross word puzzles easily fall within this category which is characterized by mental stimulation and verbal expression.

Problem solving: This activity involves analysing a situation and recommending alternative solution if the students are unable to articulate their concerns they are identified and determined for trouble shooting, rather than just giving students the answers for direct questions, helpful suggestions and aid when needed to overcome obstacles.

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

Response: 75.76

2.3.2.1 Number of teachers using ICT

Response: 25

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

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

Response: 25.58

2.3.3.1 Number of mentors

Response: 33

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

2.3.4 Innovation and creativity in teaching-learning

Response:

Creativity and innovation brings about interest and motivation in learners. Students are tired of the old approach of learning, subject they want something practical relevant and useful for their professional life. computer being their flesh and blood and living in the era where they are allowed to question on things and they are empowered to and partly responsible for their learning. So creativity and innovation have been incorporated in teaching and learning, assessment and supervision.

How creativity and innovation support students: The biggest challenge any teacher faces is capturing the student's attention and putting across ideas in such a way that it stays with them long after they have left the class room, for this to happen class room experience is redefined and innovative ideas that make teaching methods more effective should be implemented.

Audio and video tools: Incorporate audio –visual materials in classroom sessions, supplement textbooks with models and pictorial material, use of information graphics or other mind mapping and brain mapping tools that will help their imagination thrive and use of these methods will not only develop their ability to listen but will also help them understand the concepts better.

Inter personal communication: Students are given input through two-way communication where information is gapped, and students are required to discuss and share their findings before the actual

information is given, use of slides and images to enhance understanding of a topic.

Pronunciation: All materials related to the topic on pronunciation are accessible through their E -learning platform, Charts on accuracy verses fluency, pronunciation chart. Students are also given the pronunciation chart accessible through E learning platform where they can listen to and repeat after the pronunciation as many times as they like until they can internalize the sound with the symbol.

Coupled with technology, newer approaches to teaching and learning such as: Outcome -based learning, Student-centred learning, Problem-based learning, Case study. These approaches to teaching and learning as they empower students to be responsible for their own learning and help them to become active learners. Sometimes getting hands on experience students are allowed to 'Experiment' and find out for themselves what is right or wrong.

Cooperative learning: May be thought of as something that students dread doing as the process and the product will force them to communicate in the target language, the cooperative learning we adopt in the classroom brings about more interest and motivation for the students to participate in fact some even suggested and expressed that this approach of subject learning is what they have been missing all these days.

Exploratory learning: One of the topics of the exploratory learning is the incorporation of MS Word tools in teaching and learning one of the in-class activities that we do in the class is to get the students to explore the tools available in MS Word.

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

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

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

Response: 5.93

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	01	02	02

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 num ber of years

Response: 0.24

2.4.3.1 Total experience of full-time teachers

Response: 7.84

2.4.4 Percentage of full time teachers who received aw rds, recognition, fellowships a **National, International level from Government, recog** State, ised bodies during the last five ears

Response: 0

2.4.4.1 Number of full time teachers receiving awards fro Government recognised bodies year-wise during the last f

2017-18	2016-17	201
00	00	00

n state /national /international evel from ve years

2014-15	2013-1
00	00

File Description	Document
Institutional data in prescribed format	View Document

2.4 Teacher Profile and Quality

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years Response: 1.9

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	01	01	01

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

2.5 Evaluation Process and Reforms

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

Response:

Institute follows a planned schedule with calendar of events which provide information on tests, entry of test marks, Cultural events, Counselling etc., as per the direction of Bangalore University. Internal evaluation is entirely the responsibility of the teacher teaching the course. In our institution we have continuous evaluation of system where in students are assessed based on performance in various aspects of teaching learning, student's final examination is conducted as bing by the rules of Bangalore university. The appraisal of students is carried on by awarding internal marks which is based on continuous process of assessment final result and it is a must for students to get certain percentage of internal marks in order to pass the course.

30 marks as internal marks are awarded to students after assessing various aspects of student capabilities such as class tests, assignments, class participation, attendance etc… The continuous evaluation provides more opportunities to the teachers to get feedback as to the progress of students.

The internal test question paper is set for part of the syllabus covered until the test. Two internal tests are conducted to evaluate the performance of students. The students who participate in the inter-collegiate, state

national or other academic competitions, including activities of sports, NCC etc are also given weightage in awarding internal marks.

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

Response:

On the induction day the first-year student and parents are made aware of the internal assessment and evaluation for the instance in the CBCS scheme. University allots 70% marks at the end of semester and 30% for internal test. The academic calendar of the institute is prepared in relevance with the university calendar. The internal assessment date is announced well in advance prior to the commencement of the semester in the calendar of events. The internal marks are awarded by the subject teacher's and it's the decision of the teachers. Never the less the distribution of internal marks based on various criterion which are already made known to the students every semester. There are parameters on which the marks are allotted like test, assignments, attendance participation in the class room teaching, learning etc… and hence the students too are aware of the parameters, the marks awarded to the students are discussed in the class and the discrepancies if any are addressed in the class itself after the discussion in the class regarding the marks the final list of corrected version of the marks are displayed in the notice boards for the benefit of those who missed the class room discussions on internal marks. The process is transparent. A result analysis meeting will be conducted after every internal test is over. A class committee meeting will be conducted and reasons for poor results will be discussed. The test answers, model papers are given to the students, student gets opportunity to discuss the performance in the tests with the concerned teachers. A department level meeting is conducted after every internal tests and the result analysis is done. The slow learners are identified, and remedial classes are conducted for them, is per the university directions, weightage is given to attendance, student performance in tests, assignments and classroom participation while deciding the internal marks.

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

Response:

To address the issues concerning with examination said matters; the institution has taken many steps to ensure they are addressed amicably. Although the passing of final exams are conducted by the affiliating university and marks card and degree certificates are issued by the university, the college ensures that the process is smooth, time bound and effective.

Right from paying the examination fee to uploading of form and getting their examination hall tickets are streamlined by the online mechanism. The students pay their fee on a given day and then they are given a form to fill the exam details which in turn is uploaded online. The uploaded information is then printed and pasted in the college notice boards to verify and report anomalies. This entire process is done by the office staff in coordination with the class mentors. So at this juncture if there are any difficulties or discrepancies for the student, then with the help of mentors, the issues are settled.

The college appoints the examination committee who take complete responsibility along with the office staff to conduct the entire examination process smoothly. Once the exam fees are paid and student's approval is done, the university gives the hall tickets to students which are again distributed to students by the mentors and office assistance. The committee makes proper arrangements to conduct exam and the

faculty are assigned invigilation duty as per the request and the whole exam is conducted meticulously and with utmost discipline. Malpractice of any kind is discouraged and strict actions are taken against such wards.

In order to get the results, marks cards, and degree certificates from the university, the college has assigned designate office staff and besides that there is also a teaching faculty who is appointed as liaison officer to address the grievances related to exam etc. Grievances related to exam are quickly addressed and office staff and liaison officer help the students to set right any difficulties related to exam and results.

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

Response:

Our institution strictly complies by the calendar of events set by affiliated university and internally by the IQAC. In the beginning of the academic year the university gives the calendar of events and the governing council, IQAC puts in perspective a parallel calendar of events to match the university events. Institute follows a plan scheduled like academic calendar which provides information of tests entry of text marks holiday council, once the calendar is planned the students are intimated about the events and are given sufficient time to submit their assignments to do their projects prepare for their internal test etc .

The college conduct one common test for all the students and rest of the home works are assigned by each of the subject teachers. The students are also given are opportunities to take part in various co-curricular and extracurricular activities, the IQAC ensures that the scheduled regarding conducting of seminars , workshops, special lectures remedial classes and coaching classes are conducted in accordance with the calendar set by it. If the CIE gets cancelled due to bandh, strikes, holidays etc arrangements are made to conduct the internal exams on an alternate date and same is intimated to all concerned through circulars.

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:

The POs, PSO's and COs for all programmes are displayed in the website so also the copies are available in the library and IQAC also creates awareness periodically. The syllabus of each programme is prepared by the affiliating university is uploaded in the website and also communicated to the students at the onset of the semester. The course description includes course syllabus reference books, time table, course objective, COs daily teaching plan, delivery methodologies and assessment methods. Course description provides students an insight on how classes are to be handled in a semester and expected outcomes from the students by learning through the topics prepared by respective faculty members.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

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

Each Course Outcome of individual courses is assessed with respect to the attainment level. The attainment level is judged based on the student average performance in the internal / university examination reflected in the result analysis. Attainment is measured in terms of actual percentage of students getting a set percentage of marks. If targets are achieved, then all the course outcomes are attained for that year and the program is expected to set higher targets for the following years as a part of continuous improvement. If targets are not achieved the program should put in place an action plan to attain the target in subsequent years.

Course outcomes are measured based on the individual marks obtained by the students against the maximum marks. Every subject faculty will set a target to achieve. If entire class crosses this target, the particular CO is attained. This process is carried out for the entire class and final CO (Course outcome) attainment will be calculated for the particular Test. To calculate the CO attainment for a subject in the end semester examination, target is fixed for the subject. If number of students gets marks more than this target then CO is attained, as university does not provide individual marks for each question.

2.6.3 Average pass percentage of Students

Response: 77.93

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

Response: 226

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

Response: 290

File Description	Document
Institutional data in prescribed format	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

3.1.1 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)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
List of project and grant details	View Document

3.1 Resource Mobilization for Research

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

Response: 00

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

Response: 0

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

Response: 00

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

Response: 155

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 always been positive and genuine in creating an academic that is encouraging, crea and progressive top all the stake holders. The entire teaching learning process, the utmost purpose has b to create a bunch of students and teachers who excel in whatever they are engaged and to promote ambie for research and development. Two teachers have been awarded Ph.D degree and two teachers are pursu and majority of the teachers are M. Phil degree holders.

The teachers are given the opportunity to continue their higher studies and do research while working sending them for faculty development programmes etc. The faculty is encouraged to present papers attend seminars in any such events both inside and outside the state. The students are given project wo and assignments to do research and create fresh source of knowledge. There is a college Magazine in wh the students are given a platform to exhibit their skills. The college annually conducts healthy competiti for exhibiting their skills in science, debate, quiz, trade fair, college fest and creative skills and knowle sharing. The post graduate students should present papers for the knowledge enhancement. Hence th is a positive academic atmosphere which encourages both teachers and students to pursue research innovation. The college also consists of well-furnished research lab with computers and internet facilit encourage the students' fraternity and the teachers to take up research

The college is recognized under 2 (f) and 1 (B) of UGC act 1956, As a result the teachers are entitled to up minor and major projects with the financial assistance from UGC in the coming days.

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	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: No

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

Response: 00

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

Response: 00

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

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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

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: 0.48

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	04	05	06	00

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

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:

In the last five years the college has been involved in many social activities both in the college campus and in the neighboring localities. These social activities are carried out by NCC and NSS units of the college. They have been rigorously conducting and participating in the extension activities from their inception to inculcate the virtues of social responsibility among the students' fraternity. They have been encouraged to participate in various activities conducted by the institution and other government and non- government organizations. To impart the patriotism among them, the students are made to participate in the National festivals conducted in the college campus.

Every year NSS Unit organizes many activities to extend the service of the students towards the society and make the students to inculcate the virtues of service. In the last five years, volunteers have actively participated in Pulse Polio Immunization programme conducted by BBMP Hospital, AD Halli and Rajajinagar. Blood Donation programme in association with Inner wheel club of Bangalore udyog and Lion's Club of Peenya Yeshwanthpur. Tree plantation camps, Swach Bharath Abhiyan with BBMP. Campus and play ground cleaning, NSS Special Camps conducted to expose the students to the rural life experiences at ADIMA, Shivagange, Kolar (Dist), Chamundi Nagar and Palya, Bengaluru, Edeyuru, Kunigal (Tq), Tumkur (Dist). Waste management and segregation in association with Bangalore Political Action Committee, Anti - Drug and Tobacco Awareness programme, special Talk on Mind and Health, breast feeding awareness programme at BBMP Hospital. First Aid and CPR Training Programme, World Mental Health Day, Door to door campaign, Swamy Vivekannad Jayanthi, Seminar on Gandhian Thoughts and special talk on Dr. B.R. Ambedkar's thoughts, National Integration Camps conducted by Bangalore University, awareness on Fire safety etc.

The NCC wing organizes many campaigns and events to create social impact in the neighborhood and in the campus. Programmes on Swach Bharath, Blood donation, International Yoga Day, and Cadets have been participating in National and State RD Parades, in New Delhi and Bangalore, in CATC / TSC Camps,

IGC RDC, Training camps, NIC Camp, Inter Unit Competition, and Pre Coaching and Shooting Camp.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 7

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

2017-18	2016-17	2015-16	2014	2013-14
00	01	03	01	02

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: 84

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

2017-18	2016-17	2015-16	2014-15	2013-14
11	19	12	24	18

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)
Any additional information	[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: 67.75

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

2017-18	2016-17	2015-16	2014-15	2013-14
366	738	583	615	450

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	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: 102

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

2017-18	2016-17	2015-16	2014-15	2013-14
39	30	33	00	00

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Any additional information	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: 10

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)

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	02	01	01

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View 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:

The institution aims at imparting the skill and knowledge to enhance the student's productivity so that education eradicates poverty much faster. The institution have sufficient class rooms and basic infrastructure for the conduct of successful teaching learning process. We have 28 class rooms with proper ventilation and lighting and all of them have access to Wi-Fi network with ceiling fans and LED bulbs. We have 8 laboratories with adequate facilities, equipment and practical tools are available. We have 118 computers in the working condition and is being used for teaching and learning process. We have 40 KV UPS to provide uninterrupted power supply. The campus is Wi-Fi enabled. The college has an open air auditorium to organize general functions such as annual day, sports day, inter-collegiate fest etc. The college is also having a conference hall with LCD and accommodate 200 persons. All the departments have been given a laptop for teaching learning purpose. The library purchase books and journals every year and adds more books and magazines and other reference books. The entire library is automated with online access to information.

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:

The institution has adequate facilities for sports and games. There is a playground ground beside the college. A physical education instructor is in charge of sports club. The instructor trains the students in both indoor and outdoor games. . The students are trained in open air auditorium for shuttle badminton. Games like football, kabaddi, volleyball, kho-kho, and other athletic field and tracks are conducted in the ground. The college produces university players in many sports and games. The indoor facilities include the chess, carom, table tennis gym and etc.The institution also has a yoga class since 2015 to cater the needs of M. Com students as per their curriculum. A separate Yoga Teacher is training the students and teachers in the campus. The college has a cultural club "BharatiyaSamskruthika Sangha" formed with the separate committee. The various cultural activities like talents day, ethnic day, inter-collegiate fest is conducted to the students. Students take part in the inter college and other cultural competitions. The outdoor sports facilities are Volleyball Court (01), Kho-Kho court (01),Kabbadi court(01),Tennikoit court(01), Throw ball court(01). The indoor sports facilities include Badminton courts (02)-cement courts, Table Tennis Table (01),Chess & Carom Room. The institution also has gymnasium facilities with Treadmill, Cycle, Dumbbell & Plate set, and Weight lifting set, Bench Press.

File Description	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: 44.83

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 13

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

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

Response: 87.32

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

2017-18	2016-17	2015-16	2014-15	2013-14
12.74	18.25	4.00	18.00	14.00

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 has an excellent library with good infrastructure and seating capacity. There is a reference section facility for both staff and students. The library was partially automated in year 2013-14 and now it is fully automated with New Gen lib software. The students can have access to the library using the smart card with bar code. The books are all entered on OPAC and hence the students can have access to these books online. We are practicing the open access system where in the students can access from the OPAC generated windows.

- Name to the ILMS Software : New Gen Lib Software
- Name of automation (fully or partially) : Fully
- Version : :3.04
- Year of automation:2017

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:

In the accreditation process, evaluation of libraries is an essential component where the collection of books, services and their outreaching capacity are monitored. In the recent past, significant developments have been reported in library and information services. RPA First Grade College library is fully automated with New Gen lib software. The students can access to the library using the smart card with bar code. The books are entered on OPAC and hence the students can access to these books online. The library has more than twelve thousand books including Free Books and Reference books. There are other collections too like journals and online E-journals for INFLIBNET in E-Shodha sindhu, CDs, DVDs, and Magazines and other knowledge resource materials like Encyclopedia of science and technology, the new encyclopedia Britannica, Grolier international Encyclopedia, rare Collection of books and manuscripts for the completion of Examinations like Banking, CSIR, UGC, NET, JRF, SET, etc.

As per the UGC norms, RPA First Grade College has subscribed to INFLIBNET from which the students and teachers can access to E-Books and E- Journals for their research work and other academic activities. The library is equipped with 10 computer systems with Internet connection with Wi-Fi facility for the access of the students and teachers. The library provides research ambience for the students, especially for the M.Com stream, for their academic development.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu

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

Response: No

4.2.6 Percentage per day usage of library by teachers and students

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: B. Any 3 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: 2.14

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.26	1.84	1.62	2.69	3.31

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

Response: 22.81

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

Response: 200

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

4.3 IT

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution is provided with internet facilities to both teachers and students. Each department in our college is utilizing the Wi-Fi facilities. Teachers are using Wi-Fi facilities and students are using internet facilities for learning purpose. Initially the internet was introduced in our college in the year 2010. Recently it was updated in the month of October 2017. The nature of update is through monthly payment. Replacement of systems is done periodically in a phased manner. The department of Computer Science keeps the computers with the latest software and the IT committee makes sure that the speed and the effectiveness of the internet service is updated and upgraded. Yes the institution updates the IT related software regularly such as windows, Linux O.S, C, JAWA, VB, SQL, MS office 2007 etc. The Wi-Fi of the college has speed of 5-20 MBPS and the campus is Wi-Fi enabled. The antivirus software is updated and all the computers are protected with anti-virus software. The latest anti-virus software is uploaded to the systems.

4.3.2 Student - Computer ratio

Response: 7.15

Infrastructure

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

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	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

4.4.2 There are established systems and procedures for maintaining and utilizing physical,

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)

2017-18	2016-17	2015-16	2014-15	2013-14
14.05	19.83	4.45	23.45	16.05

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Documen t
Audited statements of accounts.	View Documen t

academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college has a dynamic web portal, whose content is updated regularly on a need basis. Computers and their accessories are maintained by service engineer deputed from the vendors under Annual Maintenance Contracts. For system not under Annual Maintenance Contract, the institution has appointed an internal system administrator for maintenance and repair work. The services of contingent (staff, attenders and sweepers) are utilized by the administration for keeping the campus clean and tidy. Temporary assistance of technical persons who are versatile of any repair of the equipment's is taken and flaws are solicited. The maintenances of the Xerox machines, intercom, printers and other scientific equipment's are done by agencies under AMC and breakdown calls. A maintenance engineer and an electrician are appointed by the

institution on the regular basis.

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

Criterion 5 - Student Support and Progression

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

Response: 10.68

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

2017-18	2016-17	2015-16	2014-15	2013-14
196	109	83	33	24

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

5.1 Student Support

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: 1.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
15	14	12	12	12

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

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

Response: 0

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

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: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	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: 12.52

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

2017-18	2016-17	2015-16	2014-15	2013-14
149	113	79	50	118

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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

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

Response: 54.42

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

2017-18	2016-17	2015-16	2014-15	2013-14
149	113	79	50	118

File Description	Document
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years	[View Document](#)

5.2.2.1 Number of outgoing students progressing to higher education

Response: 33

File Description	Document
Details of student progression to higher education	[View Document](#)

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

Response: 15.35

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

5.2 Student Progression

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: 1.33

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	0	01	00

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	15	20	15	00

File Description	Document
Upload supporting data for the same	[View 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 n / international level (award for a team event should be counted as one) during the last five ye

Response: 5

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 th years

2017-18	2016-17	2015-16	2014-15	2013-14
00	3	00	1	1

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 institution follows the UGC and state rules on the formation and establishment of a student council and hence the college does not have a formal student council elected by the student through election direct or indirect. Students in each class identify two representatives, girls and boys. They are selected based on merits. These representatives work as bridge between students and Principal/ HOD/ Faculty. Once in every semester principal addresses class representatives. These representatives take the initiative to represent the grievances of the class and also take leadership in organizing functions, class trips, study tours, academic coordination with the faculty, industrial trip, college fests to improve their academic knowledge .

These representatives also represent the college in various committees and associations, being in cultural team, women cell are in coordinating other important college programs and schemes. They play important role in organizing national festivals and events in college. These class representatives are part of college magazine, student's grievance cell, discipline committee cultural committee, sports committee and IQAC committee and for assisting in the administrative functions. The sports and cultural cells very much depend and function on the support and guidance of the students as they have better interaction and understanding with the student community.

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

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
Self Study Report of RPA FIRST GRADE COLLEGE

Response:

The outgoing students of our institution formed an alumni association which has been actively conducting many programs to provide platform for Alumni and current students for their carrier progress and get an exposure about industry and upliftment of institution, feedback regarding the curriculum, academic and extension programs. The Alumni association organizes two meets per year to share their experience and contribute in their own way for the development of institution. The institution invites Alumni who are in the top position in the corporate sector to train our students and to improve their employability, to help poor students by providing books, E-system, seminars, workshop, uniforms, fund raising this practice helps in making the institute a center for excellence. For the academic year 2017-18 the association has been registered on 7th October 2017, Reg No. DRB-1/SOR/404/2017-18 as RPA First Grade College Alumni association on 31st October 2017 and opened the bank account at Bank of Maharashtra, Rajajinagar, Bangalore.

The institution has been made mandatory for current final year students to make the registration of annual fees Rs.100/- and life membership is Rs. 1000/- and the contribution towards institution. Our institution maintains Alumni Facebook page, WhatsApp groups and group email id.

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

4 Lakhs - 5 Lakhs

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	01

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

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: 9

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	2	2	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last years	View Document
Any additional information	View Document
Report of the event	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 be amongst the finest institutions in education by providing value based and career oriented education and create self-reliant citizens with moral values and social responsibilities.

Mission:

- To impart education based on scientific, moral and value based foundation to meet the challenges of the technologically advancing global environment.
- To impart human values and to promote leadership quality among students.
- To ensure quality education for the economically weaker sections to the society. To
- encourage the faculty and students to pursue academic excellence. To provide
- adequate infrastructure.

Rajajinagar Parents Association (RPA) First Grade College is governed by group of committee members of **Rajajinagar Parents Education Society (RPES)**. A perspective plan helps in taking the institute towards its stated objectives and fulfilment of its mission and vision without side tracking. With a history of two decades the institution has been providing valued and non-commercialized education to the society. Most of the students enrolled in the institution come from economically poor background. By encouraging such students to take up higher education, the institution is realizing one of the objectives of higher education policy of the nation. The institution has periodically and dynamically updated its infrastructure facilities and added new courses in tune with the higher education policies of the nation.

The management is deeply committed to ensure quality education and it naturally percolates down through each level of management. Management of our institute is highly competent and responsive in designing and implementing policies and plans to upgrade the academic and administrative standards. Local Governing Body, Executive Committee and Life Members meet periodically to discuss the various schemes of quality enhancement in consultation with the Principal and IQAC. The Management encourages active participation of faculty members in formulating and executing the quality policies and plans.

The institution is headed by a principal, who is supported by the office staff for the administration and for academic administration and implementation, he is supported by the governing council and Heads of the departments. The entire faculty of the college support all the academic and administrative functions.

The principal co-ordinates the institution with external regulatory bodies like UGC, NAAC, University and Higher Education Departments. He encourages gathering of feedback from stakeholders and thereby prepares plan of action in consultation with IQAC.

The faculty members actively participate in managing every aspect of the institution. They assist Principal in designing and implementing various schemes of quality enhancement. They also act as coordinators of various courses, conveners and members of various associations/forums, for their effective functioning. Faculty members provide practical exposure to students to bridge the gap between theory and practice. And evaluate the performance of students through assignments, in-house seminars, internal tests, group discussions and various Inter-class and Inter-collegiate competitions. The faculty members adopt ICT enabled, Interactive and motivational teaching and learning strategies.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The Institute has decentralized governance system. It encourages participative and democratic style of management. As a matter of decentralization and encouragement of faculty and students to participate in decision making, the institute encourages faculty and students to actively engage in various committees formed. All Committees are encouraged to plan for their respective areas of activity, facilities. Faculty and student coordinators are encouraged to express their ideas, plans and suggestions to arrive at necessary decision. In this regard 21 Sub Committees have been constituted as means for the participative management. The Principal delegates authority to academic council and administrative council. Academic Council consists of HODs, faculty and students. Administrative Council consists of Manager, Office Superintendent, Office Staff and Menial Staff.

Academic Council:

Academic Council is a committee formed at Institute level that consist Head of Department of all UG and PG programs of the Institute. RPAFGC believes in participative nature of management. Academic council meetings are held periodically for discussing the issues and challenges, developmental aspect of the Institute. Thus, the institute encourages teachers, students, parents, corporate resource persons, employers, alumni, staff, class coordinators and class representatives to share their ideas, opinions, suggestions through proper channels i.e. through Department meetings, parent-teacher meet, alumni meet, student feedback system and through other various committee meetings.

The inputs received from various stakeholders of the institute are reviewed and those which are in line with our institute's Vision and Mission Statements will be considered by the Academic council for the decision making.

Administrative Council:

Manager is incharge of office administration, in consultation with the Principal, IQAC, office superintendent and office staff, he designs and implements quality policies and plans for the effective administration. Every office staff empowers to correspond effectively with the various regulatory authorities on various matters of administration.

The college promotes the culture of participative management. RPES Management exercises its control over policy formulation and its execution through the Local Governing Body, Executive Committee and the Life Member. Local Governing Body approves budgets and recommends on various matters. Executive Committee implements the recommendations of Local Governing Body. Principal, as a Member Secretary, in consultation with various Departmental Heads, Conveners of various Committees, IQAC and student representatives, takes the routine decisions. At the department level H.O.D's convene meetings of their respective departments' faculty to discuss various academic and administrative matters.

File Description	Document
Any 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:

A perspective plan of development is essential for the orderly and sustained growth of any organization.
The Rajajinagar Parent's Education Society is committed for the aspects of development of education, augmentation of infrastructural facilities and growth of the College. It specifies targets to the College along with allocation of budget. To arrive at the target to be specified, Management seeks the information from all stakeholders, observers and evaluates the best practices and strategies. In line with the views of the Stake holders, college determines the needed infrastructure for academic advancement, bringing excellence into the activities and allocates budget accordingly.

Departmental Heads along with faculty members and students deploy the quality policy through organizing various certificate courses, skill development programs, training sessions and competitions regularly to enhance the creativity and competency level of students. Each and every department of the institute has organized guest lecturers regularly and entered into MOUs with reputed academic bodies, industries and NGOs. Faculty and staff are participate and present their research findings at various conferences and seminars.

The college has perspective plan for development and aspects to be considered for inclusion in the plan are inculcating research culture among staff, introduced Post Graduate course in commerce, expanding cocurricular and extra-curricular activities, more E-class rooms for ICT enabled teaching and learning, introduction of more number of certificate courses and value added programs to enhance the employability of students, up-gradation of science laboratories, language labs, research labs, departments and class rooms etc.

College obtains feedback in several ways. Every department obtains student feedback once in a semester at the end of Semester. After thorough analysis, the head of the department provides his views and suggestions and communicates the same to the students/ faculty concerned. Needed support and guidance will be provided by senior faculty as required. The improvement of the performance of that faculty will be monitored through subsequent feedback. The institute has a clearly set and defined mechanism for obtaining the feedback from the students to improve the performance and quality of the institution. The

senior teachers collect the exit level feedback from the graduates on learning processes. The inputs obtained from them are further used to improve the overall competency of the students for employability.

NSS is one of the example for activity successfully implemented based on the strategic plan. NSS unit consisting 100 volunteers is an added feather to RPA First Grade College.

NSS unit regularly organizes:

- Blood donation camps in collaboration with Red Cross
- Health check up camps for students, staff and neighbouring locality people, in collaboration with leading hospitals.
- Camps at nearby villages in collaboration with NGOs for awareness programs on cleanliness, health and hygiene, fundamental rights like right to education, right to live with dignity etc., girl child protection and safety, environment protection and preservation to control pollution levels.
- Processions during various Day Celebrations like World Consumers' Day, Earth Day, Anti-Drug and Tobacco Day, Martyrs Day, Fuel Saving Day etc are organized on a regular basis.

File Description	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 institution is managed and administered by Rajajinagar Parents Education Society. The society is vested with powers to take all major administrative and policy decisions. Executive committee of the society meets to discuss about academic infrastructure and finance. A core committee of the management decides about faculty recruitment, performance evaluation of teaching and non-teaching staff. Governing Body is the supreme policy making and policy implementing mechanism of the college. The Principal is the member secretary of the Governing Body. The Principal brings to the notice of the above body about the functioning of the institution and acts as a catalyst between Management, Staff and students. The College Management discusses various aspects in detail and arrives at the necessary strategies and plans to keep up the quality of education in the campus. The members of the management are always available to the faculty to present their views and ideas. The opinions of faculty and staff are always considered positively for evolving policies.

The governing council constituted by the management meets twice a year. The college council meeting is conducted by the principal every month for discussing on the issue and challenges, developmental aspects of the institute. Other committees like cultural, sports etc. meet regularly to plan, evaluate and implement

various programmes.

The management has a long term perspective plan of establishing new courses. Short term perspective plans for the year are drawn up at the IQAC and this is done bearing Vision, Mission and Goals in mind. The college governing council is the highest decision-making body in the college. Important policy decisions are taken here and validated at management committee meetings. The office superintendent supports the principal in managing the administration of the college. The administrative staff take care of fee collection, admission formalities, maintaining of accounts, liaising with the Universities, DCE and government departments. They also play their role in the conduct of examination and the announcement of results. The staff members assist the principal in managing the academic work of the college. Staff meetings are held on a regular basis and academic matters are decided by general consensus. Various committees are constituted to take care of activities like cultural committee, examination committee, time-table committee, etc., which discharge their duties in co-ordination with each other.
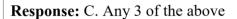
Sl. No	Name of the Committee
1	Internal Quality Assurance Cell (IQAC)
2	Planning Board Committee
3	Academic Planning Activities Board
4	Admissions Committee
5	Campus Maintenance Committee
6	Career Guidance and Placement Cell
7	Committee for Remedial Classes / Bridge Courses
8	Cultural Committee
9	Disciplinary/Anti Ragging Committee
10	Examinations Committee
11	Students welfare Committee
12	Library Advisory Committee
13	Magazine Committee
14	NCC cell
15	NSS cell
16	Research Committee
17	Sports cell
18	Students' Grievance cell
19	U.G.C / NAAC Committee
20	Web Upgradation Committee
21	Women Empowerment Cell

File Description	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: C. Any 3 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:

The institution carries out its objectives and goals through the various bodies and committees created for performing different functions. Principal and the Head of the department monitor the academic, administrative and student related matters in the college. Various committees co-ordinate the routine activities and work for the smooth functioning and development of the College.

1. Refining and redefining activities by keeping in view of the deliberation of Committee meetings and associations.
2. Organization of several activities by student to enhance the capabilities of students under the

guidance of faculty member.

3. Empowering head of the department to distribute work load to faculty, to identify the add- on courses, to id
the content beyond syllabus and to organize various faculty and student empowerment programs with the l
members of teaching and non-teaching staff of the department.

4. Allocation of budget based on the proposals received from the department. Conduct of Internal test, and pre
practical examinations by departments.

plans for effective conduct of the lab.

For the effective functioning of the academic system, we have formed 21 Committees listed below

List of 21 Committees

1. Internal Quality Assurance Cell (IQAC)
2. Planning Board Committee
3. Academic Planning Activities Board
4. Admissions Committee
5. Campus Maintenance Committee
6. Career Guidance and Placement C
7. Committee for Remedial Classes / Bridge ourses
8. Cultural Committee
9. Disciplinary/Anti-ragging Committee
10. Examinations Committee
11. Students welfare Committee
12. Library Advisory Committee
13. Magazine Committee
14. NCC cell
15. NSS cell
16. Research Committee

5. Decentralized governance system with well-defined interrelationships.

6.3

6.Empowering the faculty member as in-charge of a lab is to devise and implement the necessary

17.Sports cell
18.Students Grievance cell
19.U.G.C / NAAC Committee
20.Web Upgradation Committee
21.Women Empowerment Cell

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

Faculty Empowerment Strategies

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

Response:

The staff welfare measures in our institution helps in fulfilling the needs and motives give satisfaction. It includes various services, benefits and facilities offered to our employees.

1	The Institution provide ESI facilities to teaching and non- teaching staffs.
2	As per Government rules 12% of salary will be contributed towards PF both by the management and employees.
3	Felicitation by the management for achievement of the faculty by means of best Teacher award.
4	Medical Health Centre facility is available for all the staff members which provide basic medical facilities headed by qualified Doctor.
5	Internet and WI-FI facilities are provided to all the department of the college.
6	All employees are eligible for earned leave after completion of first year of service. EL will be calculated and credited to the employee account twice in a year.
7	Encourage the staff to attend various seminars, workshop and skill enhancement programme to update their domain knowledge.
8	Faculty members are encouraged to enroll for MPhil and PhD to update the knowledge
9	45 days of Maternity leave applicable with full pay and allowances after completion of first year of service.
10	staff members get insurance benefits after the completion of one year.
11	Encourage the faculty members to publish and present their work at International Conferences.
12	Staff benevolent scheme for permanent teaching and non-teaching staff.
13	Fees concession facility for the wards of teaching and non-teaching staff.

File Description	Document
Any 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

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: 38.13

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program,

Response: 52.47

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
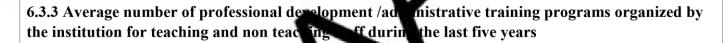
2017-18	2016-17	2015-16	2014-15	2013-14
13	17	21	14	16

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Documen t
Any additional information	View Documen t

Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
31	04	24	02	02

File Description	Document
IQAC report summary	View Documen t

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: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
05	06	01	07	06

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

Details of teachers attending professional development programs during the last five years	View Document
	View Document
Any additional information	

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

Response:

An employee performance appraisal in our institution often combining both written and oral elements where by management, principal and HOD evaluates and provide feedback on employee job performance, including steps to improve or redirect activities as needed.

Performance appraisal of teaching and non-teaching staff is done with various parameters like by providing self appraisal report which containing information on multiple activities of the staff. Principal collects feedback from students and HOD. Later the principal discuss report of each faculty and give necessary suggestion. Our institution also consider other parameters such as research paper, seminar, workshop, his/her experience in academic and non-academic performance. Based on these principal give suggestion for improvement in teaching if required.

All these helps to improve an individual's performance his/her contribution to the institutional activities.

Performance appraisal for non-teaching staff in our Institution conducted to develop and maintain acceptable level of performance with non-teaching staff. This helps to support and encourage staff and faster excellence in the work place. Performance appraisal for non-teaching staff is done providing self- appraisal to take responsibility for their own performance by assessing their achievement or failure. Principal will obtain and review self-appraisal from employee and employee will be provided with copy of signed performance appraisal form.

File Description	Document
Any additional information	View Document

6.4.1 Institution conducts internal and external financial audits regularly

Response:

There is a practice of Internal Audit of accounts once in three months. The same will be submitted to finance committee for approval and finally it will be ratified and approved by the executive Committee.

External audit which is statutory has been done by HEGDE and CO. Chartered Accountants, in our institution. The Audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The Procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error, in making those risk assessments, the auditor considers internal control relevant to the Society's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. The Audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

After conducting the Statutory Audit by the Chartered Accountants, the final accounts will be placed before Management Committee. With the approval of the Managing Committee, the annual audited accounts will be placed before the General Body meeting every year for consideration and approval.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

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: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	02	00	00	00

File Description	Document
Details of Funds / Grants received from nongovernment bodies during the last five years	View Document
Annual statements of accounts	View Document

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

Response:

- The premises of the Institution is utilized on holidays to conduct programmes by many community service organization such as Sathya Sai organization, art of living, Rotary inner wheel club, such as free medical camp, yoga, spiritual awareness camp, etc.
- The institution served as a venue for conducting many competitive examination like AIMA, FCI, SRMEE, Comed-K, UGC-NET, SSC, KCET, KEA, BEL, KPSC by the government or private agency with the involvement of the faculty on holidays.
- The Institution serves as a venue for conducting Tally certification courses by Kayaka Computers Education Pvt. Ltd.

File Description	Document
Any 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:

IQAC is a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance. It is established in the year 2012 to coordinate and monitor the quality issues in line with NAAC requirement through various committees and cells.

The various quality initiatives taken by IQAC includes,

1. IQAC takes initiative to award the best teacher during Teacher's day celebration to motivate the teachers.
2. IQAC coordinates BOSCH training program to provide required basic computer knowledge and personality development program to help students and staff.
3. IQAC conducts Academic and Administrative Audit to assess academic activities of the department.
4. IQAC plans for calendar of events.
5. IQAC recommends the teacher to use innovative teaching methodologies in teaching and motivate teachers to involve in active research.
6. IQAC regularly monitors the quality check in the institution.
7. IQAC helps the department in conducting seminars and workshops when they are organised in the college.
8. IQAC maintains detailed information regarding individual faculty and the department by means of selfappraisal format from the corresponding department.
9. IQAC coordinate with various committees.
10. IQAC conducts result analysis meetings every semester.
11. IQAC documents the research publications of faculties.
12. IQAC plans for quality improvement program and college academic fest etc.

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:

IQAC helps in preparing academic calendar and provided to all the teachers. A syllabus book is also provided before the commencement of the program. Action plan for academic oriented activities like seminar, guest lecture etc are also prepared with other department.

The departments plan remedial education for the poor performers in the internal tests. Work diary is maintained by the faculty to ensure that portions are completed well in times. IQAC recommend the faculty members to use innovative teaching methodologies and use audio visual aids in teaching. IQAC coordinate with all the department to conduct internals as per BU norms and ensure that answer booklet are evaluated. IQAC will monitor all the department regarding the conduct of regular result analysis meetings at the department level. IQAC collects teacher evaluation done by students and proper counselling will be given by the principal if necessary.

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

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

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	02	01	01

File Description	Document

Any additional information	[View Document](#)	
IQAC link	[View Document](#)	

Number of quality in
promoting quality cu

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
e-copies of the accreditations and certifications	[View 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:

Year	Incremental Development
2013-14	Modernization of library

2013-14	Result analysis meeting in the departments
2013-14	Regular IQAC meeting
2013-14	Initiatives to conduct more seminars and workshop
2013-14	To enhance the activities of placement cell
2013-14	Improvement in infrastructure: indoor games and gym
2014-15	Introduction of post graduate course M.Com
2014-15	Yoga Classes introduced as a part of academic curriculum
2015-16	For 2nd Year M.Com Course new reference and text books are added along with the other regular course books
2015-16	Organised student centric activities like intercollegiate Academic and cultural events, industrial trip, guest lectures, training, sports, etc. for M.Com students
2016-17	Conducted National Level seminar
2016-17	Mentor system introduced
2017-18	Academic audit conducted in all the department
2017-18	Computer training program for non-teaching
2017-18	Campus enabled with Wi-Fi connection and high speed internet facility to staff
2017-18	Introduction of AAA in the college.
2013-14 to 2017-18	Submission of AQAR report to the NAAC regularly well within the time
2016-17 and 2017-18	Conducted Swatch Bharat Programmeby the college
2017-18	Improvement in infrastructure : Adoption of solar energy.
2017-18	Rain water harvesting to save water
2017-18	Introduction of certification course : PG Diploma in HRM

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

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

Response: 13

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

2017-18	2016-17	2015-16	2014-15	2013-14
05	02	01	01	04

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1 Institutional Values and Social Responsibilities

7.1.2

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

Response:

Safety and Security

The primary concern of RPA First Grade College is to ensure safety for students, staff members. In our institution there is a separate ladies amenities centre in the campus, which provides the basic facilities for ladies during their stay in college. The college also has security at the entrance of the institution to make sure, that the girls and boys are assisted. The discipline committee in the college take due diligence in monitoring the whereabouts of the girl students in particular. The girls are advised on the do's and don'ts of behavior also. So there is absolute safety for girls in the college and if there any arises during the need of emergency then the local police are just within the vicinity and they are pressed into service in no time. The women cell conducts orientation classes in the beginning of the academic year. And discuss about code of conducts. CCTV camera has been fixed in the prominent places like all Floors, main building, staffrooms and entrance of the college and parking place etc. the institution also having health care centre for all the students and staff members.

Counseling

There is a separate counseling room in our Institution, for counseling the students who need moral support & care. This cell periodically meets the Needy students for effective counseling. Local guardians take care of counseling the students regularly. They help the students to solve their personal & academic problems to the possible extent. Students will be monitored and counseled on academic performances, attendance, regularity, personal matters anxiety, stress, punctually, disciplinary matters, safety and security measures etc.

Common Room

Common room is always bustling with students for relaxation, socializing and other entertainments like chess and carrom. A hygienic restrooms for boys and girls is maintained by the institution and there is a separate restrooms for faculties too.

7.1.3 Alternate Energy initiatives such as:

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

Response: 83.72

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

Response: 36

7.1.3.2 Total annual power requirement (in KWH)

Response: 43

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 83.72

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

Response: 36

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 43

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:

Our institution has taken many initiatives towards waste management. It has focused on giving awareness about waste management for all the students faculties, staff to follow the waste Management steps. Waste management dump yard and all the waste is dumped in that place. In most cases the institution makes use of the BruhatMaha Nagara Palike (BBMP) the urban council which collects the garbage and other wastes every week from the college. There are very little waste that are generated in the college.

The students are taught the need to keep the campus clean and not to litter the college. Solid Waste management has done, different dustbins are there for wet waste and dry waste. E-Waste Management is done by disposing all E-Waste of college for recycling purpose to E-ParisaraPvt Ltd.,and there by college is showing more interest to build healthy environment. Constant reminders are sent to the students to strictly practice restraint in wasting resources. E-waste is very minimal as the students are not encouraged to use CDs and other temporary resources. Most of the information is shared through online or through web and hence the e-waste is also very minimal.

The liquid waste in the form of microbial cultures is safely decontaminated through sterilization and disposed. The old computers are used in browsing centre in the college and some others computers and safely sent to the scrap vendor.

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

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The institution is placed within the 0.70 acres of land and there is a sprawling open ground which observes all the rain water, Awareness among the students and staff on water conservation is created. College has rain water harvesting unit. Rain water collecting tanks are constructed for harvesting rain water to meet the water requirement partially in the

campus. The rain water is channelized towards a huge pit near borewells to recharge the ground water level. Adequate arrangements to collect the roof water during rainy season.

Water conservation has become the need of the day. **Rainwater harvesting** is a way to capture the rainwater at the time of downpour, store that water above the ground or charge the underground water and use it later.

The existing designs in the cities make all the rainwater from the roof and all the groundwater areas surrounding the house flow towards the street, from where it goes to the drains and runs off wastefully as sewage water.

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 are very important for every campus to create healthy environment, the college has also adopted green practices in order to create healthy environment. In our college, many students are using bicycles to come to college, many of our staff and students are using public transportation to come to college and college has maintained pedestrian friendly roads around campus and we can proudly say that college is plastic free, the college has effectively maintained green landscaping with plants in order to create healthy environment.

Most of our students and staff are staying nearby to commute using bicycles. Even majority of the faculty use public transport or use car- pooling to commute to college. There is no shop or cafeteria near by the college building thus avoiding use of plastic or other waste materials. The campus is absolutely free of plastic and dumping of such wastes. Go green initiatives are taken by NSS, Eco club, Nisarga. They make sure that the campus is kept clean and plastic free. Circulars are circulated electronically. Use of emails and messages are effectively used to reduce usage of paper.

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

Response: 4.45

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.72	0.60	0.46	0.36	0.36

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

2017-18	2016-17	2015-16	2014-15	2013-14

File Description	Docume
Details of expenditure on green initiatives and waste management during the last five years	View Docume

Details of expenditure on green initiatives and waste management during the last five years

7.1.9 Differently abled (Divyangjan) Friendliness Res

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**
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: D. At least 2 of the a

File Description	Document
Resources available in the institution for Divyangjan	View Document

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

Response: 10

Document

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

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

[View Document](#)

ional

[View Document](#)

s, teachers, governing body, administration including als and support staff

Document

[View Document](#)

[View Document](#)

n

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

Response: 8

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	03	01	02	01

File Description	Document
Report of the event	View Document
Any additional information	View Document

11-09-2018 09:28:49

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: 16

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

2017-18	2016-17	2015-16	2014-15	2013-14
04	03	03	03	03

11-09-2018 09:28:49

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:

The institution religiously observes the national festivals such as the Independence day, republic day, etc. the students and the staff take part in zeal and patriotism. In fact, most of the schools and colleges within the vicinity come to our college ground to perform cultural functions and parade which is presided by the MLA and other officers and leaders. The Gandhi jayanthi, Ambedkarjayanthi and Vivekananda Jayanthi are few of the birthdays of great leaders that are observed with great fervour. While celebrating these national festivals, importance is also given to other many such festivals and locals festivals without losing the essence of the spirit of the constitution and other fundamental laws that govern the fabric of the society.

The students and staff are given the freedom and the responsibility to observe, celebrate any other days of importance, leaders, events, religious festivals, or other ideologies that inspired present or past without any fear or favour. The college is a nurturing ground for future leaders and entrepreneurs to make difference to the future generations. Youth icons or national leaders yesterday and today are cherished and celebrated in our campus in the right spirit and atmosphere. Rallies or street plays are performed on those days citing their ideologies and ideas. Exhibitions or cultural events are held in their names. The students are encouraged to participate in the debates and competitions in their name and history. Their pictures and posters are displayed along with their ideas and ideologies to inspire and encourage the students so that they get inspiration from such leaders and their history. Every year alumni meet is conducted for students.

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:

A lack of transparency results in distressed and a deep sense of insecurity so we maintain all our financial accounts which include the fee of the students including their uniform and book fee which we collect according to the standard norms. The salary accounts for our staff are also maintained transparently for the welfare of everyone. And everything goes on in a fair means. Academically we provide a quality education to the less fortune and for everyone. Examinations are been conducted in a strict manner without encouraging any type of malpractices which will create a black mark for the concerned student and even to the institution. The administration of the management is very good and the classes are conducted regularly for the students based on how to increase their self-esteem and self- confidence which is the key for success and even more valuable

seminars for the welfare of the students and for the improvement of their practical knowledge and implementing their theoretical knowledge. We not only teach the contents of the text book but also some practical values which will develop them into a whole human. We nourish a list of good qualities and habits to our students, to become a successful person in their lives. We are not only creating the future pillars but a strong bridge for the future.

The awarding of internal marks to declaring of results is transparent and online process. The scholarship to students is distribute through online bank transfers even the application for these schemes are online and very impartial. The entire library books are purchased through the online tendering and online purchase model. Audit of all the revenue is done at regular intervals and hence every rupee is accounted and audited to ensure transparency and accountability. The committees and cells like NCC, NSS all other auxiliary functions perform their duties in line with the transparency and accountability policy. The committees that handle money directly or indirectly are compulsorily audited and financial compliance have to be maintained. The sports and cultural funds are audited and annual reported to the audit team. Hence the college follows all the methods of accountability and transparency strictly.

7.2 Best Practices

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

One of the best practices the institution practice are

Title of the practice: BEST TEACHER AWARD

Objectives of the practice: The main objective of the best teacher is to increase the self confidence of the teachers and to encourage them for their tireless effort and dedication towards the improvement of the institution and students as well. It is under the principle of Newton's third law that is every action as an equal and opposite reaction. so by recognizing them they will be more dedicated towards institution.

The context: The mediocre teacher tells, The good teacher explains, The superior teacher demonstrates, The great teacher inspires. By **William Arthur ward**

As he said only a great teacher can inspire each and every student if he/she inspires everyone, then only they can be a great teacher. We try to make every teacher a good teacher by recognizing them and encouraging them for their efforts.

The practice: The Motto of our institution is to provide quality education to the less fortunate and the intimates of our locality so we encourage our teachers to do service to the society by the greatest way of teaching so that they may feel proud of themselves.

Evidence of success: The photograph proves the best evidence for this practice.

Problems encountered and resources required: No such problems have been encountered.

Notes :

There is no discrimination while felicitating the teachers based on seniority and experience.

Best practices (2)

Title of the practice: BOSCH TRANING PROGRAM

Objectives of the practice: The main objective of the BOSCH training is to increase the self-confidence of the students, who are weak and slow learners, to encourage them for their further progress in their life. Vocational – A special program to encourage youths employable through short-term job-oriented training courses.

The context: BOSCH is an MNC, over the past 60 years; Bosch in India has created a space for itself in the society Our college is very happy to be associated with BOSCH and signed MOU for catering this programme to our students. We try to make every student as a capable individual to take up challenges in their profession by giving them required basic training.

The practice: The Motto of BOSCH training is to provide required basic computer knowledge and personality development program which helps the students to enact in a professional way in the organization as well as in their career development..

Evidence of success Problems encountered and resources required:

As a measure we are providing training for students to overcome the obstacls for their path of success.

Notes :BOSCH skills India, It is a bridge which responds to India's development and growth through employability enhancement and it has successfully completed the "BRIDGE- Vocational Training program" in the year 2016 around ten students and in 2017, Nine students have been benefited.

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

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:

Vision:

To be amongst the finest institutions in education by providing value based and career oriented education and create self-reliant citizens with moral values and social responsibilities.

Mission:

- To impart education based on scientific, moral and value based foundation to meet the challenges of the technologically advancing global environment.
- To impart human values and to promote leadership qualities among students. To
- ensure quality education for the economically weaker sections to the society. To
- encourage the faculty and students to pursue academic excellence.

To provide adequate infrastructure.

The institution has been doing a fabulous job in educating the least privileged and marginalized section of the society for the past 25 years. we can proudly place on record that most of our students belong to the SC and ST they are economically weaker sections and subalterns. We have been admitting every student who has been applying to our college without denying on the basis of marks secured.

The institution performance towards its vision is to provide quality education to the poor fortune students and as well as to uplift them. By conducting personality development programmes by an individual to reflect upon their own learning, performance and achievement and to plan for their personal, educational and career development. A continuous cycle of self reflection, recording and action, the purpose of PDP is to encourage students to learn and to develop themselves. And plan for the future by becoming more aware of their capabilities and opportunities around them. PDP can be applied in a range of context, changing the way of students, make a choice in academic and professional life and prioritize their action.

For every year there is a campus recruitment drive, Reputed Companies like, Ven-Gree Metal Punch PVT LTD , ITC, Bosch, InfoTech, JET KPSC etc, Have been conducting campus recruitment in the institute students are regularly participated every year.

The outgoing students of our institution formed an alumni association which has been actively conducting many programmes, provide platform for alumni and current students for their carrier progress and to get an exposure about industries and upliftment of the institution, feedback regarding a curricular academic programme.

Mentor system for monitoring the students and their progress in all aspects. Sports activities many of our students participated in National levels sports activities our college have NCC & NSS units which facilitate all the growth of the students.

The aim of the institution is to being holistic development & to build students who can take the world by harms & create an impact for better world. Empowering women, giving them equal opportunity in employment world & larger society is our goal. Recently we have introduced academic administrative audit (AAA) in the college, with this we have achieved the distinction both in academic in administrative field. There is a healthy competition among the department in conducting the meaningful activities in the college. The Institution provides Wifi connection for the teaching and non teaching staffs and also Solar energy is been installed to save the power.

File Description	Document
Any additional information	View Document

11-09-2018 09:28:49

5. CONCLUSION

Additional Information :

RPA First Grade College was established in the year 1993. The college is celebrating its silver jubilee function on 28th and 29th September 2018. In view of this, the college is conducting Silver Jubilee Lecture Series by inviting renowned speakers specialized in different fields. The inter-collegiate cultural meet was conducted to inspire and encourage the students on 18th August 2018. The college also has the approval for the commencement of PG Diploma in HRM from 2018-2019. This will help the students to get better placement opportunities.

Concluding Remarks :

RPA First Grade College is providing a yeoman service in education empowering and enhancing the quality of students for the last 25 years. The college has paid a major role in building responsible, committed and effective citizen who in turn have contributed to the nation building in various capacities. Our institution has high reputation for girl education this is because of the safety and security that we provided to girl students. The Girls have been given equal opportunities in all the fields. The NSS and NCC units are doing a marvelous job in catering the society to a greater extent.

RPA First Grade College is one of the self-enhancing institutions recognized under 2(f) and 12(B) of UGC act 1956. The teachers are motivated to inculcate in active research. This SSR document gives a brief account about the active teaching-learning process, quality system plan, strong student support and progression. The contribution made by the faculty members and students to meet the expectations of NAAC. RPA is further looking forward to present the Institutions' various programs and the best practices for review by the NAAC peer team.

Dr. B R Dhananjaya
Principal