

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2016-17

#### I. Details of the Institution

1.1 Name of the Institution

Sambhram College of Hotel Management

1.2 Address Line 1

#36, Temple Road, Beml Nagar, KGF.

Address Line 2

--As Above--

City/Town

Kolar Gold Field

State

Karnataka

Pin Code

563115

Institution e-mail address

schm@sambhram.org

Contact Nos.

08153-263086, 7026363477

Name of the Head of the Institution:

Prof. K. Kavitha

Tel. No. with STD Code:

7026363477, 08153-263086

Mobile:

8884440058

Name of the IQAC Co-ordinator:

Mr. Afsar Ali

Mobile:

9841447646

IQAC e-mail address:

schm@sambhram.org

1.3 NAAC Track ID (For ex. MHC0GN 18879)

15206

**OR**

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/66/A&A/121 Dated 21-02-2014

1.5 Website address:

www.sambhram.org

Web-link of the AQAR:

<http://www.sambhram.org/aquar> 2016-17

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.03	2014	5
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

04-07-2011

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2014-15 submitted to NAAC on 21/02/2014
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(AICTE)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Nil

1.11 Name of the Affiliating University (*for the Colleges*)

Bangalore University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

NA

UGC-COP Programmes

NA

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

Prof. K. Kavitha  
Mr. Nagaraj Reddy  
Mr. Naveen Kumar  
Mr. Afsar Ali  
Mr. Justin Baby  
Mrs. Krishnaveni  
Mr. Babu

2.2 No. of Administrative/Technical staff

Mrs. Deepa. D  
Mr. Sendhil  
Mr. Raghavendra

2.3 No. of students

Mr. Yograj Upreti  
Mr. Santhosh Tiwari  
Ms. Priyadharshini  
Ms. Vyshnavi

2.4 No. of Management representatives	Mr. V. Nagaraj
2.5 No. of Alumni	Mr. Santhosh Basnet Ms. Sharon Bentley Mr. Katikala Sai babu
2. 6 No. of any other stakeholder and community representatives	Mr. Ayaz Ahmed Mr. Susai Mary
2.7 No. of Employers/ Industrialists	<ul style="list-style-type: none"> <li>• Mr. Krishna Murthy St. Marks Hotel</li> <li>• Mr. Kamal Kumar Ghimiray Nahar Hotel</li> <li>• Mr. Dinakar</li> <li>• Ms. Deepika</li> </ul>
2.8 No. of other External Experts	Dr. Mishra Dr. Chandrakanth
2.9 Total No. of members	26
2.10 No. of IQAC meetings held	26

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

S. No	Topic	Conference/Seminar	National/International	Year in Which conference was organised
1	One Day Conference on “IFRS – The Road Map Ahead”	Conference	National	2016
2	Seminar on SEBI” Security Exchange on Board of India” was conducted.	Seminar	National	2016
3	Seminar on Board Effectiveness in Corporate Governance	Seminar	National	2016
4	Mittai Workshop	Workshop	National	2016
5	Seminar on Union Budget 2017	Seminar	National	2017
6	Conference on “Issues and challenges of business education in the new age of digital India”	Conference	National	2017
7	Seminar on Demonetization and its impact on economy	Seminar	National	2017
8	Culinary Workshop	Workshop	Institution Level	2017
9	Flower Arrangements	Workshop	Institution Level	2017
10	Steak Workshop	Workshop	Institution Level	2017

(ii) Themes

- Workshop of Mittai & Culinary
- Interview Skills & Preparing Curriculum Vitea
- The Spirit of Communication
- Innovation & Economic Development

2.14 Significant Activities and contributions made by IQAC

- FDP on Research Methodology
- Flower arrangement Demonstration
- Bakery Demonstration (Gateaux)
- Steak workshop
- Cocktail Workshop
- Vanamahothsava Day
- American steak house workshop
- Seminar & Conference
- Wine tour
- Industrial Visit (St. Marks Hotel)
- Food Festival (Flavourz 2015)
- Guest Lecturer
- Paper Presentation
- NSS Activities
- Orphanage Visit
- Student Feedback
- Sports & Co-curricular Activities on every Friday.
- Swachh Bharath – On & Off Campus

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Motivated the students to participate in paper presentation,	95% Achieved

publishing paper etc.	
Motivated students to get Distinction & University ranking	96% students achieved First Class
To maintain 100% students attendance	95% Achieved
Special Classes conducted to achieve 100% result	90% Achieved

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

IQAC Chairman had a general body meeting with the faculties, alumni, students & the industrial experts before preparing the AQAR and the same was presented before the management for approval.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG	NA	NA	NA	NA
UG	3	1	1	3
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	NA	NA	NA	NA
Certificate	02	02	02	01. Front Office 02. House Keeping 03. Bakery & Confectionery 04. Personality



				Development 05. Soft Skill 06. Tally 07. Computer Fundamentals
Others	Nil	Nil	Nil	Nil
<b>Total</b>	05	03	03	10
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- The BHM Faculty involved in syllabus framing of BU for F&BP (Mr. Justin Baby).
- The BHM Faculty involved in syllabus framing of BU for F&BS (Mr. Afsar Ali).
- Syllabus for the academic year 15-16 was revised & updated in CBCS pattern for BHM.
- Last year syllabus was changed for BBM & B. Com in CBCS Pattern.
- Specialization Training for 45 days after IET for 3<sup>rd</sup> year students of BHM was revised & faculty involved for the syllabus framing is Mr. Babu

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NA

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
25	15	04	04	02

2.2 No. of permanent faculty with Ph.D.

02
----

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
15	00	04	00	04	00	02	00	25	00

2.4 No. of Guest and Visiting faculty and Temporary faculty

05
----

01
----

Nil
-----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	10	Nil
Presented papers	2	10	Nil
Resource Persons	Nil	Nil	Nil

- Mr. Afsar Ali for International Conference has published a paper titled “ Competent Employees are the only change agents of Imperative Organizational excellence.
- Mr. Naveen Kumar for International Conference on “Strategic Shift in Business Excellence for sustainable development in indo-global Business & Technology”
- Mr. Shankar for National Conference on “Innovative Technology to Combat Climate Change in India”.
- Mr. Amjad Khan for National Conference on “Digital India” Challenges and Prospects with Topic Positive Effect on social media.
- Deepak Nataraj for National Conference on Solid Waste Management Challenges for cities.
- Mr. Shankar for International Seminar on Topic “Traditional Foods and Nature care in Dravidian Languages.
- Mr. Amjad Khan. For International Conference on Topic “ Innovation in Beverage Entrepreneurship- A science technology infused with healthy innovative beverage for attracting customers
- Mr. Amjad Khan for National Seminar on Topic “Issues & Problems faced by women in India”

- Mr. Afsar Ali for National Seminar on “The Views of the tourism Industry Towards the Tourism Degree.”
- Ms. Monica for National Seminar on topic ”Women Entrepreneurship in India”
- Mrs. Sree Krishna veni for National Seminar on topic ”Women Empowerment”
- Ms. Pradeepa for National Seminar on topic ”Issues & Problem faced by women in india”
  
- Mr. Afsar Ali for National Conference “ Knowledge Management in the Hospitality Industry”
- Mr. Afsar Ali for International Conference “Competent Employees are the only change agents if imperative organizational excellence.
- Mrs. Sudha. S for National Seminar “ One Day Hindi Seminar”.
- Prof. K. Kavitha for National Conference “ Dynamics of Women Entrepreneurship in India”.
- Mr. Nagaraj Reddy for National Conference “ Dynamics of Women Entrepreneurship in India”.
- Mrs. Regina Jaya Rani for National Conference on Ideation – Evolving Trends in Commerce, Management, Art & Science
- Ms. Sagaya Thean Mozhi. J for National Seminar on Emerging trends in Global and Indian Business scenario.
- Mr. Shankar for National Conference on Language Teaching and Literature.

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Mock Presentation of situation handling of front office in BHM.
- Mock Presentation of situation in the restaurant.
- HACCP Training for BHM students/Staffs.
- Off Campus Learning Exercise.
- International Skype Teaching Activity.
- Nature Friendly Atmosphere.
- Self Prepared Videos for practical approach
- Case Studies for better understanding
- Audio, Video Presentation
- Feed Back Mechanism
- Industrial Visit, Educational Tours, ODC.
- Computerized Library
- Academic Innovation

2.7 Total No. of actual teaching days during this academic year 280

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Photo copy

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

1	5	3
---	---	---

2.10 Average percentage of attendance of students 95%

## 2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com I Year	34	2	5	6	7	56%
B.Com II Year	59	4	8	10	2	48%
B.Com III Year	16	1	4	4	0	61%
BBA I Year	37	2	6	5	1	52%
BBA II Year	15	1	4	2	0	46%
BBA III Year	07	0	1	0	0	20%
BHM I Year	31	2	6	2	2	43%
BHM II Year	24	0	3	1	1	78%
BHM III Year	20	1	5	3	0	50%
BHM IV Year	23	4	10	5	1	80%

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- The Academic committee member conducts meeting with students & find out their academic problems for better understanding of the subject.
- The Library committee member along with the students members, make the effort to make the students use the library resources.
- Faculties submit pre-lesson plan on monthly basis, hourly basis & weekly basis. Later any postponed they refer it in weekly lesson plan and submit before one week.
- They conduct weekly class test (verbal) and each question is discussed with their answer for the students. At the end of every month subject wise written test is conducted for evaluating the level of understanding by the students.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	21
UGC – Faculty Improvement Programme	30
HRD programmes	5
Orientation programmes	5
Faculty exchange programme	10
Staff training conducted by the university	6
Staff training conducted by other institutions	20
Summer / Winter schools, Workshops, etc.	21

Others( FDP Program Organized)	15
--------------------------------	----

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	00	00	00
Technical Staff	03	00	01	00

### Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The Faculty members are agreed to do atleast one paper presentation every semester and the management will provide OOD & Participation fee.
- The students are encouraged to do atleast one paper presentation every semester. Management also support staff providing research material & stationeries.
- Motivate students & staffs to present paper publication & planned to release a journal through research committee.
- The faculty & students are encouraged to participate in conference or seminar organised by other college or university and OOD for the faculty is provided. Students are guided to present the paper.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	Yes	Yes	Yes
Outlay in Rs. Lakhs	40,00,000			

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	Yes	Yes	Yes
Outlay in Rs. Lakhs	9,00,000			

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	2	6	Nil

- Mr. Afsar Ali for International Conference has published a paper titled “ Competent Employees are the only change agents of Imperative Organizational excellence.
- Mr. Naveen Kumar for International Conference on “Strategic Shift in Business Excellence for sustainable development in indo-global Business & Technology”
- Mr. Shankar for National Conference on “Innovative Technology to Combat Climate Change in India”.
- Mr. Amjad Khan for National Conference on “Digital India” Challenges and Prospects with Topic Positive Effect on social media.
- Deepak Nataraj for National Conference on Solid Waste Management Challenges for cities.
- Mr. Shankar for International Seminar on Topic “Traditional Foods and Nature care in Dravidian Languages.
- Mr. Amjad Khan. For International Conference on Topic “ Innovation in Beverage Entrepreneurship- A science technology infused with healthy innovative beverage for attracting customers
- Mr. Amjad Khan for National Seminar on Topic “Issues & Problems faced by women in India”
- Mr. Afsar Ali for National Seminar on “The Views of the tourism Industry Towards th Tourism Degree.”
- Ms. Monica for National Seminar on topic ”Women Entrepreneurship in India”
- Mrs. Sree Krishna veni for National Seminar on topic ”Women Empowerment”
- Ms. Pradeepa for National Seminar on topic ”Issues & Problem faced by women in india”
- Mr. Afsar Ali for National Conference “ Knowledge Management in the Hospitality Industry”
- Mr. Afsar Ali for International Conference “Competent Employees are the only change agents if imperative organizational excellence.
- Mrs. Sudha. S for National Seminar “ One Day Hindi Seminar”.
- Prof. K. Kavitha for National Conference “ Dynamics of Women Entrepreneurs in India”.
- Mr. Nagaraj Reddy for National Conference “ Dynamics of Women Entrepreneurs in India”.

- Mrs. Regina Jaya Rani for National Conference on Ideation – Evolving Trends in Commerce, Management, Art & Science
- Ms. Sagaya Thean Mozhi. J for National Seminar on Emerging trends in Global and Indian Business scenario.
- Mr. Shankar for National Conference on Language Teaching and Literature.

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	1	Radisson, Mysore	Nil	Nil
Minor Projects	1	Orchid Hotel	Nil	Nil
Interdisciplinary Projects	3	KSTDC	40 Lac	20 Lac
Industry sponsored	1	Nihar Hotel	15,000	Yes
Projects sponsored by the University/ College	2	Management	50,000	Yes
Students research projects <i>(other than compulsory by the University)</i>	1	Self	70,000	Yes
Any other(Specify)	21	Yes	Nil	Yes
Total	30		41,35,000	Yes

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy



3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	Nil	1	Nil	Nil	3
	Sponsoring agencies	NA	Self	NA	NA	Self

- One Day conference on achieving excellence in marketing in National level.
- Seminar on Stress & Anger Management in college level.
- Seminar on personality development.
- Seminar was organized on “Enhancing soft skills for quality assurance.
- One Day conference on “Innovation & Economic Development” was organised.
- A Seminar on communication skill was organized.
- Conference on “Issues and challenges of business education in the new age of digital India”

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	5
	Granted	3
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	2
	Granted	1

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year

Total	International	National	State	University	Dist	College
8	Nil	3	Nil	Nil	Nil	5

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

NA
NA

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil
-----

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	Nil	SRF	Nil	Project Fellows	Nil	Any other	Nil
-----	-----	-----	-----	-----------------	-----	-----------	-----

3.21 No. of students Participated in NSS events:

University level	80	State level	Nil
National level	Nil	International level	Nil

3.22 No. of students participated in NCC events:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	NA	State level	NA
National level	NA	International level	NA

3.25 No. of Extension activities organized

University forum	3	College forum	5		
NCC	NA	NSS	6	Any other	Nil

- Road Safety Training program
- Meditation program
- Planting trees
- Orphanage visit & Donation
- Campus Drive cleaning through NSS.
- Donations to Handicapped students painting work.
- Visiting old age home & donating useful material for them.

- Free Medical Camps
- Drainage cleaning
- Road Construction
- Watering Plants
- Blood Donation camp
- Special camp activity

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Road Safety Training Program organised by the BEML police.
- Meditation program sponsored by the Rama Krishna Mission, B'lore for all the Degree Students.
- Yoga Training for the degree students organised by the KGF Youth Welfare club, K. G.F.
- Educating the orphanage children of happy home & management sponsors their college fees.
- Campus Drive Cleaning through NSS.
- Students participated in the Blood Donation Camp organized by Sambhram Hospital, KGF.
- A Free medical camp was organized for the people of Bettahalli and surrounding villages

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7030sqft	--	self	7030sqft
Class rooms	16	Nil	self	16
Laboratories	09	Nil	self	09
Seminar Halls	02	Nil	self	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	17 7,20,000	Nil	self	7,20,000
Value of the equipment purchased during the year (Rs. in Lakhs)	22,00,000	2,00,000	self	24,00,000

Others	Nil	Nil	Nil	Nil
--------	-----	-----	-----	-----

#### 4.2 Computerization of administration and library

- Administrative office is computerized with office management software.
- The College is equipped with libsoftware.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5369	1304145	448	153400	5817	1457545
Reference Books	2258	1176049	284	20561	2542	1196610
e-Books	17	103851	1	3050	18	106901
Journals	32	10041	3	1150	35	11191
e-Journals	10	23699	2	5421	12	29120
Digital Database	1	75000	Nil	Nil	1	75000
CD & Video	70	264062	5	3456	75	267518
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	56	1	Reliance Broad Brand Wi-fi	1	Nil	3	4	Nil
Added	02	1	Nil	Nil	Nil	1	2	Nil
Total	58	2		1	Nil	4	6	Nil

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up gradation (Networking, e-Governance etc.)

- The College Provide adequate computer access to faculty/staff/students
- E -Management programme
- E- Varsity (Bangalore)
- Basic Computer Training for students with internet access.
- IDS Software Training for students & faculty
- OPERA Software Training for students.
- Micros software training for faculty.
- Tally Training for students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1 Lac
ii) Campus Infrastructure and facilities	3 Lac
iii) Equipments	5 Lac
iv) Others	6 Lac
<b>Total:</b>	15 Lac

## **Criterion – V**

### **5. Student Support and Progression**

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The students are asked to give feedback on monthly basis and in the end of the semester
- The student leader Mr. Srijeesh and Asst. Leader Ms. Jayanthi actively take part in the Morning Prayer assembly.
- The youth leader Mr. Sivaraj and Asst. Leader Mr. Yograj Upreti care of the college event like VIBGYOR, FOOD FESTIVAL and TEACHERS Day.
- The Youth leader and the student leader take all active participation in saving the power consumption in the college premises. They also take part in keeping the college premises clean & green.
- The Students discipline is also monitored by the above student and youth leader.
- Student's development program for upgrading the attitude and attributes of the students are conducted regularly.
- Individual attention of the faculty towards the student progress constituting on academic & course.

5.2 Efforts made by the institution for tracking the progression

- Remedial Classes for Slow learners for all the departments conducted by subject teachers.
- Additional Special Practicals for all the departments conducted by the respective demonstrators
- The students are monitored on an individual basis, by pair one slow learning student to an intelligent student to help in the academic.
- The student is counselled for the better learning exercise.
- The parents are involved in student learning, which is the outcome of parents teachers meeting.
- Student's individual Progress file is maintained & recorded.
- Student's Continuous performance assessment file is maintained for each student.
- Student's progress report is maintained to find out the progress of student on every semester.
- Parents Teacher Meeting on Monthly basis which is organised by parent's teachers committees.

5.3 (a) Total Number of students : 230

(b) No. of students outside the state 

77
----

(c) No. of international students 

10
----

Men	No	%	Women	No	%
	5	%		00	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
53	22	00	25	00	100	60	30	02	15	00	107

Demand ratio Nil      Dropout % 3

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Specialization training for students who are interested in the respective field are sent to the industry for skill developments.
- Institution has collaboration with the various academic organisation from B'lore to train the students for the competitive exam. This is done after the semester examination during the vacation time.
- Students are sent to the hotel for specialization training so that they can be made skill operation managers.
- We are giving coaching to relevant competitive examination i.e. CET/CPT/G Mat .
- Students are also given awareness program and guides what should they choose after their UG Course.

No. of students beneficiaries

325

#### 5.5 No. of students qualified in these examinations

NET	01	SET/SLET	5	GATE	20	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	10



### 5.6 Details of student counselling and career guidance

- One faculty counsellor is appointed for every 20 students
- The department head look after the placement of the passing out student according to the specialization and skills for employment.
- The Students are placed on campus at various levels in the hotels and other industries
- The off campus interview are also conducted and the students are selected during this off campus.
- The students of BBA/B.Com/BHM are given multiple choices to select specialisation. So the student will have the option to select their area of profession.
- The Placement and training officer Mr. Afsar Ali takes care of counselling the students for placing them in the industry.

No. of students benefitted

125

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
26	75	40	25

## 5.8 Details of gender sensitization programmes

- The Girls are given preference in the college, Membership in the cells & committees such as Women Anti harassment, Women Empowerment, Sexual Harassment and cultural sports committee.
- The Girls are given membership & leadership in the college clubs.
- Girl student are given more chance to participate in the college activity & faculties encourage them.
- The respect and the value of girl students are brought in by organising women's and mother' day in our college.
- Women Anti harassment cell is existing in our college to meet the difficulties faced by the girls.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards w  students in Sports,  Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	20	200000
Financial support from government	Nil	Nil
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

### 5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="03"/>	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>
Exhibition:	State/ University level	<input type="text" value="01"/>	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

5.12 No. of social initiatives undertaken by the students

### 5.13 Major grievances of students (if any) redressed:

- The need of library book during the exam time was brought to the notice and the principal had approved the same.
- The date extended to retain library book was brought to light. The principal had directed the library to allow the students to retain for 1 week more.
- Students grievance cell function efficiently involved to manage the grievance of students
- There used to be minor grievances which used to be solved by the students grievances cell.
- The Anti Ragging cell has a strong approach towards the ragging the freshers in, off campus and hostels.
- No compliant has been received related to Ragging.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

<u>VISION</u>
The future is embodied in the present generation. Professional education combined with practical exposure to create values in the students who are the future of our nation.
<u>MISSION</u>
Work-oriented education combined with ethical values and character building in context of the new millennium.

## 6.2 Does the Institution has a management Information System

Yes! The Institution has a management information system for smooth operation of office management.

## 6.3 Quality improvement strategies adopted by the institution for each of the following:

### 6.3.1 Curriculum Development

- The students of the second year are given specific topics for making mini projects.
- The Final year students are given a research topic in his area of specialization.
- We also provide Bangalore University prescribed syllabus and syllabus changes once in 5 years.
- During the syllabus curriculum development. The principal & HOD form the committee for providing latest development. Bakery & Confectionary, Soft Skills & Tally Program are conducted for the students.

### 6.3.2 Teaching and Learning

- The Institution has framed for itself various strategies which enhance the quality improvement. These strategies are framed by the college keeping in view the quality changes required for the development of the college. This criterion was same as laid down by NAAC.
- The Faculty of respective Department are sent to the industry the vacation to get on job hand on exposure of new ideas and concepts. This exposure helps the teaching fraternity to deliver updated skills and ideas to the students.
- ICT Based Teaching is provided to the students such as seminar, workshop, demonstration & guest lecture to provide more information on updated teaching. And also provide industrial visit as educational tour based on subject.

### 6.3.3 Examination and Evaluation

- Monthly test is conducted every month. For weak students special class is conducted according to their needs.
- Student's continuous progress file is maintained for each student to evaluate the program in their studies.
- 5 years model question papers with key answers are maintained in the department to meet the challenge in examination. It also helps the students to score marks in examination.
- The Evaluation methods are communicated to the students by the teachers in the class rooms and also displayed on the notice board of the college.
- The college follows the self-appraisal method to evaluate the performance of faculty, which is used for correcting shortfalls.
- The Question Papers for the internal semester exam is prepared by the co faculty of the same department.
- The Answer scripts are evaluated by the department teacher.

### 6.3.4 Research and Development

- Staffs and students are motivated to present paper, paper publications and also motivate to participate them as a key note speaker in other colleges.
- Faculties are given on duty, travel allowance special allowance & registration fees while presenting paper.
- The students are given research topic by the faculties of the concerned department with the recommendation of the industrial experts.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Staffs uses projector and present their knowledge to the students.
- The library staffs are well qualified and their services and experience is used in loading library for the optimum use by the students.
- The library is opened for the students apart from the working hours of the college.
- The students are given library classes on daily basis to read and browse and update their knowledge.
- The department labs are a source of information and skill out sourcing areas for the students to gather their technical skills.

### 6.3.6 Human Resource Management

- The vacancies are advertised in all the national paper in south India region.
- The vacancies are also put in the internet in the job search Inndeed.com and also in our college website.
- The HR Department recruits the teaching faculty on the basis of UGC eligibility for teaching & AICTE norms.
- The recruited faculty is given induction programme for the 1<sup>st</sup> week off his /her appointment schedule. After the induction program the faculty has a meeting with the principal and vice chairman for the feedback.
- In the meeting the vice chairman puts forth the vision and mission of the management before confirming the appointment.

### 6.3.7 Faculty and Staff recruitment

- The short listed candidates are traced with a telephone interview, and if they perform well they are called for face to face interview.
- The candidates before the face to face interview are asked to do one lecture in front of the students.
- The feedback is taken from the faculties and students.
- Staff recruitment cell exist which monitor the future needs and vacancy for the department.
- The faculty and staffs are recruited from all over the country by advertising in the national daily's
- The teaching staffs have a personal interview demonstration classes & HR Interview.
- The Non – Teaching staffs have a personal interview, trade test and HR Interview.
- The details of recruitment are given in our website under the career for staffs qualification, experience & designation

### 6.3.8 Industry Interaction / Collaboration

- Industry experts are called for special topic during the guest lecture program.
- BHM students are sent for IET & Industrial training.
- Industrial Visit & Educational tour is well planned to meet the practical standard of the students.
- The institution has tie-up with hotels & Resorts in Malaysia for training and placement.
- It also has a MOU Agreements with Seventeen Hotels in India for Specialization Training and placements.
- The Placement cell organizes job fair for domestic and international programmes with the tie-up from various hotels.
- The Institution had recent Tie-up/MOU with the following hotel for 2016.
  1. Hilton Hotel, Malaysia.
  2. Hotel Nihar Heritage, Bangalore
  3. Calson Hotel, Bangalore.
  4. Hotel Orchid, Bangalore.



### 6.3.9 Admission of Students

- The Admission committee visited Nepal & Kerala for admission of students for the year 2016.
- The Admission committee visited Kerala & North India (Kottayam)/Nepal (Kathmandu) state for admission purpose in 2017.
- College has admission committee which will monitor the admission process and admission procedure. The committee put hard efforts to fill all seats as per the approved intake.
- The college admission committee has collaboration with various state agencies for admission of multi linguistic students.
- Advertisement is released in newspaper & notice for admission of student.
- College website also displays the admission notice & students can apply through on-line.

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• Best Teacher Award</li> <li>• 100% Result award</li> <li>• Remuneration for paper presentation</li> <li>• OD Leave for Ph. D</li> <li>• OD for attending seminar conference.</li> <li>• Remuneration for seminar &amp; conference.</li> </ul> <p>Sambhram Family Day &amp; Staff tour, subsidized canteen &amp; transport facility and group insurance</p>
Non teaching	<p>Sambhram Family Day &amp; Staff Tour, subsidized canteen &amp; Transport facility and group insurance</p>

Students	<ul style="list-style-type: none"> <li>• Fees Subsidy for girls</li> <li>• Fees subsidy for SC/ST &amp; OBC students</li> <li>• Fees Subsidy for academic brilliance students</li> <li>• Fees subsidy for district, state level , sports participants</li> </ul> Subsidized canteen facility, subsidized canteen & Transport facility and group insurance.
----------	--

6.5 Total corpus fund generated

3.5 Lac

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Trust	Yes	Management
Administrative	Yes	Trust	Yes	Management

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- With the achievement of examination centre 2017, Principal Prof. K. Kavitha is appointed as a chief superintendent for examination, Bangalore University.
- The HOD of BBA MR. Nagaraj Reddy is appointed as Asst Superintendent , Bangalore University
- The HOD of the college work closely with the Board of Examination of Bangalore University for the examination reform
- Principal also provide feedback on details given by Registrar (Eval).

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- The Bangalore University conducts quarterly meetings with department HOD to come up with new ideas and concepts in the research activities of the respective department.
- The University Calls for mini projects and major project from respective department faculty and the students.

6.11 Activities and support from the Alumni Association

- Alumni's are made to actively participate in the placement and training access with the placement officer of the college.
- The reference of alumni's working in the industry are asked to recommend our students in their place of work.
- The Alumni Committee is formed. Members of final year B.com, BBM & BHM register for alumni.
- Alumni conduct placement and career development program in college.
- Alumni members conduct guest lecture from the specialization topic.

#### 6.12 Activities and support from the Parent – Teacher Association

- The Parents members are called for examining and negotiating the parent's grievances.
- The Parents members are called for examining and negotiating the students grievances
- The students are developed with supportive hand from the Parent – Teacher Association.
- PTA meeting is conducted every month forth Saturday and grievance of the students and parents are brought to light.

#### 6.13 Development programmes for support staff

- The Non Teaching staffs are given safety training on usage of electrical and mechanical accessories.
- The supportive staffs are given training on hygiene and sanitation.
- The Technical and Non-Technical support staff is given training on human behaviour.
- The Support Staffs are given training program and their talents are considered for promotions.

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

- As per the prime minister Swatch Bharath scheme the campus is cleaned every month.
- The cleaning staffs are given schedule to clean the campus garden and landscape on a schedule basis.
- The Best out of work action is done to present the waste of any polymer bi-product.
- The Vegetables are grown in the College campus such as tomato, chilly and lemon grass.
- The college maintenance committee takes care of internal and external landscaping.
- The Vanamohatsava programme is conducted to improve the external landscaping green.
- Major Cleaning activity off campus is conducted through NSS once in a year. Semester wise cleanliness drive is conducted by NSS in campus.
- The three types of Garbage's which are existing is Bio-Degradable (Non – Reusable) – Green colour Dust bin (Food Waste), Non Biodegradable (Recyclable) – Red Colour Dust Bin (Plastic) & Non Bio Degradable (Bottle, Can & Tin's)- Yellow Colour Dust Bin, is in usage to collect the garbage as per the types.

## Criterion – VII

### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Introduction of Skill training for the students of various department which is not in the curriculum.
- Arranging training for the students during the vacation in the respective industries.
- The Students were nominated as committee members in Research, Library, cultural, sports & student Grievance to actively involved in academic functioning & Curriculum development.
- Transactional SMS is sent to parent to inform the attendance of the students.
- Monthly test marks statement is sent to their parents by Email and SMS.
- Campus is connected with Wi-Fi where faculty uses to extract information subject wise and the same is used to explain to the students.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Industrial Visit was organised to BHM to St. Marks Hotel, B'lore.
- Guest Lecture on Investment planning for young investor was conducted by Sri. Bala Subramanian M.A.
- Guest Lecture on "Persistence and Preservance" was conducted Sri. Suresh, Asst General Manager, BEML.
- Industrial Visit was organised to all BBM & B.Com final year student to ISRO satellite centre, B'lore
- Vibgyor 2016 a cultural festival organised. In the fest programmes such as cook without fire, vegetable carving, flower Arrangement, Collage, Fashion Show, Singing and dancing competition were conducted.
- A seminar was organised on 'Enhancing Soft Skills for Quality assurance in work – Life"
- An Industrial visit was organised for BHM student to Heritage winery.
- College Day 2016 was celebrated (Cultural Activities)
- One Day Conference on "Issues and Challenges of business education in the new age of digital India" was organised.
- A Seminar on communication skill was organised
- Flavour 2016 was organised
- One Day conference on "Innovation & Economic Development" was organised  
An Industrial visit to HAL Heritage was organised.
- Aimed for 100% result & achieved 96% result.
- A Seminar was conducted on Board effectiveness of corporate governance by Dr. V. Prabudev Christenia.
- An Industrial visit was organised visit was organised to B.com/BBM to NPR Auto Spare parts manufacturing industry, Malur.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- i. Every day the prayer is conducted for 15 minutes before commencement of the classes. During the prayer, a devotional song & national anthem is played. Also important news headlines & thought for the day is read by students.
- ii. The Knowledge hour for all the classes in the beginning of the day where the students have to read the newspaper to understand the national and international matters.
- iii. 1<sup>st</sup> 10 minutes is assigned for counselling as per the need. Apart from that moral values which will be conducted during the session.
- iv. Lecturing hour are divided in such a way that it has:
  - 10 Minutes Counselling
  - 40 Minutes lecturing
  - 05 Minutes Recap
  - 05 Minutes Questioning
  - 10 Minutes Moral values
- v. SMS related to the attendance on the day to day basis is sent to the parents of the student.
- vi. Management provide scholarship to the needy students on the basis of SC/ST, OBC, and Minority & Girl Students.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*



#### 7.4 Contribution to environmental awareness / protection

- Quarterly cleanliness camp is maintained through NSS on campus, Off campus & Cleanliness is done once in a year.
- Three Types of Dust Bin is in Progress to collect different types of garbage's as food waste, plastic, tin & Bottles.
- "Save Trees" Drive was conducted by the faculties and students to bring in the awareness among the local area around the college.
- The Students had planted Saplings on the Bangarpet, Kolar Main Road.
- NSS Volunteers visit the local villages such to clean up their residential areas.

#### 7.5 Whether environmental audit was conducted?

Yes

No

#### 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

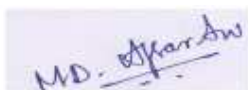
- Strength :
  1. Equal and Transparent admission policy.
  2. To select high quality and skilled faculty
  3. To Create centre of excellence
  4. Create room for more admission
  5. Effective internal evaluation policy
  6. Significant research activity
- Weakness:
  1. Ph. D Qualified faculties
  2. Sponsored projects and grants
  3. Away from the capital city
- Challenges:
  1. To secure sponsorship for projects
  2. To Strengthen our admission by getting more students
- Opportunity:
  1. To be No 1 college in the emerging excellence (GHRDC)
  2. KTTC Projects for tour guide and hospitality studies
  3. Inter & Intra college events for admission

## 8. Plans of institution for next year

- To Start UG & PG course such as BCA, B.Sc, M.Com, MBA & MCA.
- Further extension of infrastructure to provide additional laboratories, Bigger Canteen for students & Staffs separately.

Name : Mr. Afsar Ali

Name: Prof. K. Kavitha



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

### Annexure I

#### Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission