

BANGALORE CITY COLLEGE

**No.116, Chelikere Main Road, Banasawadi,
Kalayananagar Post, Bangalore-43**



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

About Academic and Administrative Audit

The purpose of the Academic and Administrative Audit is to evaluate the performance of the various departments and Institution and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra-curricular activities.

Objectives of AAA:-

- Designing effective teaching and learning processes
- Evaluation of Course and Program Outcomes
- Developing student assessment
- Assuring quality education by implementation of co- curricular and extracurricular activities.

AAA Methodology:-

Institution has a committee to conduct and review activities at the department and institution.

Composition of AAA:

1. Principal
2. Vice-Principal
3. Representative from management
4. Representative from administration
5. IQAC Coordinator

Academic Audit Template used at Department Level:

BANGALORE CITY COLLEGE

No.116, Chelikere Main Road, Banasawadi, Kalayananagar Post, Bangalore-43

ACADEMIC AUDIT-REPORT

NAME OF THE DEPARTMENT:

DATE:

AUDIT TEAM MEMBERS DETAILS:

1
2
3
4
5

I Curricular Aspects

1	COURSES OFFERED	INTAKE CAPACITY	NO OF ADMITTED	OBSERVATIONS	REMARKS & SUGGESTIONS
2					
3					
4					
5					
6					

2 Add-on/Certificate Courses IF ANY

SL NO	NAME OF THE COURSE	NO OF STUDENTS
1		
2		

3 SEMESTER/ANNUAL CURRICULUM PLAN AVAILABLE: YES NO
4 ATTENDANCE REGISTER MAINTAINED: YES NO
5 COVERAGE OF SYLLABUS: COMPLETED PARTIALLY COMPLETED

II Teaching & Learning

1	FACULTY WORK DAIRIES MAINTAINED	YES	NO
	No of FACULTY SUBMITTED		
	No of FACULTY NOT SUBMITTED		
2	Use of supplementary teaching tools and application of ICT	YES	NO
3	No. Study tour / industrial visits / exhibitions / Internship / Train		
4	Student Achievements		
5	Student seminars		
6	Remedial Coaching	YES	NO
7	Student Assignment	YES	NO
8	Parents meeting — evaluation of student's proj	YES	NO

III. Evaluation & Results

III. Evaluation & Results				
1	Conduct of Internal Examinations	YES	NO	
2	Maintenance of Marks Register/File	YES	NO	
3	Result of University Examinations (Last Exam			
4	Analysis of University Results (Percentage passed students) Course			
	COURSE	2015-16	2016-17	2017-2018
1				2018-19
2				
3				
4				
5				
6				

IV FACULTY PROFILE

1	No of Seminars / conferences attended	
2	No of Papers / articles / books published	
3	Preparation of E-learning materials / Content	
4	No of FDP / RC / OC / Training Program / Workshop	
5	No of FACULTY Acted as resource persons	
6	No of M.Phil. & Ph. D awarded	

V. Activities of the Department

1	No MoUs signed	
2	Collaborations	
3	No of Guest lectures organised	
4	No of Conference/Seminar/Workshop conducted	
5	Extension Activities	
6	Feedback Analysis done?	
7	Interaction with Industry / Research Centres	
8	No of students Placed	

Please comment on SWOC Analysis :

Strength:	
Weakness:	
Opportunities:	
Challenges:	
Best Practice (s) / Innovations of the Department:	
Future Plans of the Department:	

Signature of the HoD with Seal

Signature of the Academic Audit Experts

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2

1. Details of the Institution

1.1 Name of the Institution

BANGALORE CITY COLLEGE

Address Line 1:

#160, Chelikere Main Road, Kalyan Nagar

Address Line 2:

Banaswadi Outer Ring Road,
Behind BMTC Bus Depot

City/Town:

Bangalore

State:

Karnataka

Pin Code:

560043

Institution e-mail address:

principal@bangalorecitycollege.org

Contact Nos.:

080-25459956, 25425463, 25425465, 25439954

Website address:

www.bangalorecitycollege.org

Name of the Affiliating University

BANGALORE NORTH UNIVERSITY

Criterion – I**1. 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
PG	13	00	13	02
UG	11	--	11	02
Total	24	00	24	04

Pattern of programmes:

Pattern	Number of programmes
Semester	24
Trimester	Nil
Annual	Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
72	52	10	10	Nil

2.2 No. of permanent faculty with Ph.D.

10

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
5	01	02	-	--	-	--	00	07	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

2

00

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	15	10
Presented papers	00	08	--
Resource Persons	00	00	02

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

1. Conducted study tours for students giving the hands on experience in their respective disciplines.
2. Department wise annual academic plan is prepared, approved and implemented – semester wise.
3. An internal Academic audit is conducted and necessary action initiated to strengthen the departments academically.
4. Usage of language laboratory to enhance communicative skills for staff and students.
5. ICT enabled teaching -learning process.
6. Student's academic performance is evaluated as average learners, slow learners and advanced learners. The following initiatives are executed:
 - a. Average learners are motivated to move up to advanced learners.
 - b. Advanced learners are motivated through special programs to achieve excellence.
 - c. The slow learners are enrolled in mentor-mentee program for counselling and are provided additional coaching through remedial classes for academic rehabilitation.
7. Students are given web assignments and most wanted ICT enabled teaching learning process is implemented.
8. Students and parents are provided regular feedback on their academic performance for improvement.
9. Co-curricular activities which is a part of the annual academic plan provides several opportunities for students to develop attitude, skills and knowledge

2.7 Average percentage of attendance of students

75

2.8 Course/Programme wise distribution of pass percentage:

Post Graduation and Under Graduation:

Sl.No	Courses	Semester	Pass %
1	M.Sc BT	I sem	25.00
		II sem	33.33
		III sem	85.71
		IV sem	57.14
2	M.Sc BC	I sem	30.00

		II sem	30.00
		III sem	0.00
		IV sem	100.00
3	M.Sc OC	I sem	44.44
		II sem	12.50
		III sem	78.57
		IV sem	35.48
4	M.Sc MIC	I sem	66.66
		II sem	66.66
		III sem	100.00
		IV sem	100.00
5	M.Sc Physics	I sem	20.00
		II sem	84.61
		III sem	42.85
		IV sem	62.50
6	MFA	I sem	0
		II sem	50.00
		III Sem	25.00
		IV sem	100.00
7	M.S Communication	I sem	50.00
		IV sem	100
8	M.Sc Comp Science	I sem	71.42
		II sem	89.28
		III Sem	92.00
		IV sem	88.00
9	MSW	I sem	82.60
		II sem	95.65
		III Sem	93.75
		IV sem	96.96
10	Maths	I sem	70.00
		II sem	90.00
		III Sem	75.00
		IV sem	75.00
11	MA English	I sem	100.00
		II sem	100.00
		III Sem	100.00
		IV sem	100.00

12	M.Com	I sem	80.00
		II sem	95.00
		III Sem	77.77
		IV sem	66.66
1	B.S.c Fashion Apparel & Design	I sem	54.54
		II sem	22.22
		III sem	71.42
		V sem	14.28
		VI sem	66.66
2	B SC BT	I sem	26.66
		II sem	42.85
		III sem	33.33
		IV sem	80.00
		V sem	52.94
		VI sem	69.23
		V sem	40.00
		VI sem	20.00
4	B SC MB	I sem	25.00
		II sem	40.00
		III sem	75.00
		IV sem	100.00
		V sem	0.00
		VI sem	0.0000
5	B.A(Journalism, Opt Eng,Psy)	I sem	0.0
		II sem	60.00
		III sem	31.25
		IV sem	50.00
		V sem	46.15
		VI sem	87.50
7	B.Com	I sem	17.02
		II sem	17.50
		III sem	7.69
		IV sem	13.04
		V sem	15.87

		VI sem	50.00
8	B.B.M	I sem	13.63
		II sem	17.64
		III sem	11.53
		IV sem	50.00
		V sem	30.30
		VI sem	53.33
9	BCA	I sem	29.52
		II sem	49.44
		III sem	31.81
		IV sem	59.44
		V sem	57.14
		VI sem	72.00

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	03
HRD programmes	Nil
Orientation programmes	05
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

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	14	00	00	Nil
Technical Staff	08	00	00	Nil

Criterion – III

3. Research, Consultancy and Extension

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

The institution has an exclusive committee for research with highly qualified and experienced faculties. The committee promotes research Activities in the campus by forming several clusters for the faculties, UG and PG Students'. One cluster is totally devoted to take up minor research projects either individually or through collaboration.

The main objectives of the Research Committee are:-

1. Developing the research projects to give exposure to the new areas of research.
2. To promote faculty to attend national and international conferences.
3. To encourage faculty and students to publish their research work.
4. The committee has initiated staff and students to publish research papers in national and international journals

3.2 Details regarding major projects: Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects: Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

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

Our institution organised world water day and Tree plantation on world environment day and many activities round the year which includes organizing NSS Camp, Orphan age visit, Literacy program, HIV awareness and human trafficking, etc. Most of these activities are programs consisting of the institution, students and the members of the community/social organizations. The institute has built a strong relationship and a healthy rapport with the members of the community and the social organizations which is one of the major strengths of the institution to continuously organize extension activities all through the year.

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	8093.71 Sq. mts	Nil	--	8093.71 Sq. mts
Class rooms	55	Nil	--	55
Laboratories	21	00	--	21
Seminar Halls	5	00	Self	05
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	---	12	Self	00
Value of the equipment purchased during the year (Rs. in Lakhs)	---	33.24/ -	Self	33.24/-
Others	---	---	---	---

4.2 Computerization of administration and library

The College central library is upgraded to new version of software. s/w has various modules catering to specific needs of every department. Cataloguing, Circulation, Acquisition, Serial Control, Budgeting etc. are the main modules. Apart from this there are many more modules like Stock taking, Bindery Control, Software Product Cataloguing and many more such modules. Bar Code enabled software.

The College administration is automated using latest ESIS software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6380	759079	1000	100000	9380	1067629
Reference Books	1090	278652	200	95000	1290	373652
e-Books	-	-	-	-	-	-
Journals	11	4800	05	16000	16	20800
e-Journals	College Subscribed with British Council					
Digital Database	4	200000	-	-	4	200000
CD & Video	204	--	10	--	214	--
Others (specify)	517	--	100	--	617	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Total	168	02	4 Mbps	01	00	15	04	05

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

- Internet is accessible to all the students and staff.
- The internet facility speed up to 10Mbps with Wi-Fi in campus Seminar Halls with multimedia (LCD projectors, power-point facilities) Support for teaching.
- Computer facility is provided for all teaching staff to prepare for class room session and to prepare PPT and to learn advanced topics.
- All teaching and non teaching staff is given training on basic computer fundamentals such as MS-Office tools.

4.6 Amount spent on maintenance in lakhs :

i) ICT	12.32/-
ii) Campus Infrastructure and facilities	18.85/-
iii) Equipments	7.8/-
iv) Others	0.85/-
Total :	49.43/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The contributions made by the IQAC in enhancing awareness about Student Support Services are:

1. Implementation of the IQAC's Annual Academic Plan in respect of Student Support Services which includes Overseeing the contents which are published for the Prospectus every year, Library services, Transport, Medical support services, Students' Grievance redressal activities, co-curricular and extra-curricular activities, Placement activities.
2. In addition to effectively implementing the Annual academic plan, the IQAC obtains valuable feedback from the stake holders especially the outgoing students and the Alumnus, analyses them and discusses the corrective action to be initiated at the IQAC meetings and initiates corrective actions.
3. SC/ST/OBC Students – Scholarship for students. Reservation, Fees Instalments, Differently abled, Skill development program, College Magazine, Remedial Classes, Industrial and field Visits.

5.2 Efforts made by the institution for tracking the progression

The Institution has formulated various academic bodies who meet periodically and the minutes of the meetings are sent to the Management who review and initiate necessary action. The action initiated are tracked by the Principal who is the Head of the Institution

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
335	295	---	---

(b) No. of students outside the state

2

 Women

1

 Men

(c) No. of international students

No	%	No	%
11	12%	14	15%

Under Graduation Last Year(2017-2018)						This Year(2018-19)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
56	13	--	89		158	118	40	09	56	00	223

Dropout = 4%

Post Graduation Last Year(2017-2018)						This Year(2018-19)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
63	25	09	74	00	171	42	09	04	67	00	122

Dropout = 3%

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

The institute conducts coaching classes for the students to appear in PG-CET, NET, SLET in integration with academics.

5.5 Details of student counselling and career guidance

The Placement and Training Centre with abundant experience, advice the students and guide them about the various career options available which help the students to realize their potential to find a career which will match their skill interest. The Placement and Training Centre runs comprehensive career programmes with seminars and workshops to help the students to identify their skills, understand the employer requirement, how to apply for jobs and anticipate interview situations.

No. of students benefitted

84

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
08	87	54	38

5.8 Details of gender sensitization programmes

Every year, when the Institution conducts the induction program for fresher's a special and a detailed session on of gender sensitization is held.

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	122	15,28,260/-
Financial support from other sources	---	---
Number of students who received International/ National recognitions	---	---

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution has a management Information System

Yes, the college is automated with ESIS software, where in management data, admissions, fees payable, statutory compliance with the Bangalore University, admission tickets for evaluation, and Pay rolls are computerised.

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

6.3.1 Curriculum Development

The college obtains feedback from stakeholder on Curriculum. And the feedback forms on curriculum are analyzed and consolidated report is forwarded and recommended to the respective BOS for corrective actions.

6.3.2 Teaching and Learning

The college focuses on promotion of quality teaching, learning to acquire knowledge, skills and attitude. It also promotes research and self evaluation.

Qualified and experienced faculties achieved Enhancement of skill through practical sessions, co-curricular activities etc. Students are guided to adopt the right attitude and life skills through personality development programs and extension activities. The staff organizes remedial classes for the slow learners and conducts various co-curricular activities such as workshops, seminars, etc to motivate students to take up research projects to improve their scholarly activities.

Each department prepares an annual academic plan before the commencement of the next academic year.

6.3.3 Examination and Evaluation

Dates of examinations, last dates of project submissions, announcement of results, commencement dates for new academic year, dates of revaluation of paper, etc are announced well in advance. In all departments internal assessment is conducted twice a semester, according to the student's performance final marks are sent to the university. Apart from that class tests, assignments, seminars and attendance percentage are also taken into consideration for the correct evaluation of the students. By closely monitoring the student's performance in the above manner, the objectives of the programs are fairly achieved and the outcomes match with the objectives.

6.3.4 Research and Development

- The institute has infrastructural facilities for student learning as well as for faculty research are made available.
- Relevant books, e-journals, computer hardware and software are added to the library to facilitate the students and faculty members to take up research activities.
- Students and faculty are sponsored for presentations in conferences hosted by other institutions.
- Post graduate and Under graduate students are provided guidance and support to complete the research dissertation work.

6.3.5 Library, ICT and physical infrastructure/ instrumentation

The facilities available in the campus library:

- Internet facility.
- Journals and newspapers and reports of previous year's projects.
- Department wise previous year question papers.
- E Resources of the INFLIBNET N-LIST to access the text books.

Few Class rooms are equipped with ICT facilities for conducting regular classes and seminars. Periodical web assignments are given to all students. Students are Motivated to contribute presentations on emerging technology.

The institution has initiated the following proactive arrangements to ensure that the campus is differently abled friendly some of the initiatives are:

1. The central library, Laboratory and class room are located in the first, second, third, and fifth floor which has the escalator facility.

6.3.6 Human Resource Management

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

Employees are given utmost importance and their needs are recognized well. The service rules for the employees are transparent. The employees are provided various benefits such as Leave facilities, adequate vacation every year, medical facilities etc.

The institution frequently arranges for training programmes in-house and also deputed to other organization for acquiring balanced skills (technical skills, teaching skills, soft skills etc.) from all dimensions. Every time equipment is purchased and installed, software is purchased and installed, the department arranges for a demo session by the supplier.

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

6.3.7 Faculty and Staff recruitment

The institute has in place a good manpower planning and recruitment policy. Advertisements are displayed in prominent dailies/magazines inviting eminent faculties and suitable candidates are selected. As the institute has a record of healthy salary policy, efficient and well qualified faculties come forward to associate themselves with the institution.

As the institute follows healthy policy in employee relations and management with very high academics systems and practices, the faculties continue to identify themselves with the institute.

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

6.3.8 Industry Interaction / Collaboration

The institution organizes orientation visit to industries regularly and for short term training for the students.

The institution facilitates students for the internship programs at the industry.

The students are assisted to take up research dissertation work at the industry.

The institution actively coordinates with the placement committee for

6.3.9 Admission of Students

The institution has absolute transparency in the admission process. An admission desk is established with the team of personnel to counsel the candidates and parents who wish to seek admission to the various programs conducted by the institution. The admission desk comprehensively provides multiple solutions to all the queries and enquiries regarding the admission.

The admission notification is advertised in leading regional/national newspapers and on the college websites. Prospectus of the college with comprehensive details of programs is printed every year and is distributed at all educational fairs. The team visits various cities in different states where common entrance tests are conducted and institutions which are providing pre university education. The prospective students are guided to see and understand the various infrastructural facilities available at the campus. Large hoardings are displayed at the vantage points for the information of the public and students.

6.4 Welfare schemes for teaching, non-teaching and other employees.

The management has a pro employee policy and has introduced welfare schemes for the benevolence of the employees like:

1. Sabbatical leave for pursuing higher studies.
2. Educational and personal loans for employee's family.
3. Annual medical check-up and medical assistance.

6.5 Total corpus fund generated

Rs: 13,65,42,326/

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	[NAAC & LIC]	Yes	Academic Committee
Administrative	yes	Chinappa and associates	NO	--

6.11 Activities and support from the Alumni Association

1. The Alumni association have a network which also includes the currently studying students in the final semesters. The Alumni has created a Yahoo group through which all the Alumni and students are connected. This group help the students to get all the important information and career and technical details which are not easily accessible to the students.
2. Alumni members are invited to visit the Institution and share their experience to guide the students to prepare them for their career.

6.12 Activities and support from the Parent – Teacher Association

1. Parent Teacher takes part in the Institute's Annual Day and special programs are organised exclusively for them in addition to the official programs.
2. Parent – teacher meet are regularly conducted to provide the Parents feedback on the individual Student's academic performance. This enables the Parents to counsel, advice their ward through which dropouts are eliminated and academic results are above average.

6.13 Development programmes for support staff

1. Computer enhancement skills
2. Soft skill development programs
3. Refresher programs

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

The faculty members are advised to consume energy economically in the Staff rooms, class rooms and the laboratories by maximizing the use of natural light and turning off all non – essential lights, turning off exterior lighting during daytimes, minimizing the usage of fans and air conditioners. Turning of the powered equipments when not in use like computers and other the electronic devices at the end of the day.

Normal CRT monitors are upgraded to LCD monitors in the labs to consume less energy.

Elevator is used only for essential purpose and for persons who are differently abled.

Students are motivated to use public transportation rather than individual transportation.

Awareness programs on global warming are conducted by NSS. Plantation of trees in campus has been increased to absorb carbon-di-oxide emitted.

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

Adequate number of exhaust fans and fume hoods are also provided to make sure that all unwanted fumes generated during organic or in-organic synthetic procedures are got rid off while conducting practical classes. Solid waste in the chemistry lab is collected separately and disposed off carefully without causing any harm to the inmates.

Special drainages are constructed to dispose off the chemical waste from the labs.

Waste fabric from Fashion & Apparel Design are used for making accessories for children and other fabrics.

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

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.

Wi-Fi facility is made available to students and faculty members.

ICT-enabled teaching and learning are in practice, innovative teaching methods are adopted by faculty members, quiz programs are conducted, web assignments, seminars are given by the students. Remedial coaching classes for slow-learners are taken regularly. Students are taken to Industrial visits for real time experience to related companies and places

Various committees such as Students' Council Cell, Grievance cell, and Anti-ragging Committee are in existence to ensure student's welfare. Alumni association is in existence and functional to maintain the link and relationship between the college and the alumni students.

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

The plan of action executed during the beginning of the academic year 2015-16 has been successfully achieved.

Achievements are as follows: -

1. Add-on certificate courses
2. Conduct of National conferences/ seminars.
3. Conduct inter-college exhibitions.
4. Faculty participation in refresher/orientation courses
5. Feedback system from stake holders.
6. Setup of Language Laboratory
7. Increase in ICT Facility
8. Library automation using software
9. Administration automation using ESIS Software

7.3 Give two Best Practices of the institution

- I. Mentoring for slow learners
- II. Stakeholders' Relationship
- III. Proficiency to become skilled on a skill