



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

MLA ACADEMY OF HIGHER LEARNING

**MLA ACADEMY OF HIGHER LEARNING, 14TH CROSS, MALLESWARAM
560003**

www.mlaahl.edu.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Malleshwaram Ladies Association is a registered society striving for Women Empowerment through Education. Started in 1927, this all women managed institution has completed 91 years. It has under its aegis seven educational institutions ranging from KG to PG and PhD.

The MLA Academy of Higher Learning began its innings in Aug 2006 and is in its 13th year of providing quality education with two undergraduate (BCom and BBA) and one post graduate (MCom) program. AHL has a blend of young and experienced teaching faculty members and has experts from industry and academia as members of its governing council body.

We at AHL believe in holistic development and hence all our efforts aim at building, sustaining and enhancing knowledge, social, emotional and value quotient in our students.

We hope and aim to bring out the best in the students with good teaching in the class along with remedial and reinforcement classes for the slow learners. Periodical tests are conducted to assess the learning. Classroom learning is further enhanced with practical in house and external exposure with industrial visits and internships at various sectors of the industry. Guest lectures by experts are also arranged.

Talent is recognized and nurtured with encouragement to participate in curricular, co-curricular and extra-curricular activities. Our calendar is dotted with a variety of activities in the form of fests, competitions and events.

Relevant skills for on and off campus recruitment are provided by the placement cell. The institution has a very good success rate of having placed our students in many companies like TCS, Infosys, CapGemini, Northern Trust, HDFC and others.

Our students have performed really well at the university exams having bagged ranks and gold medals in MCom and BBA. Our students have also consistently scored centum marks in many subjects of BBA and BCom in all the semesters over the years.

Following in the footsteps of the parent institution and fulfilling their vision, the college aspires to create lifelong learners and model citizens. The vision and mission of the college aims at holistic development of students through quality education.

Vision

To be the Center of Excellence for capacity building of individuals through education.

Mission

- To develop human resource for nation building by imparting industry relevant knowledge, skills and

competencies.

- To create responsible citizens by sensitizing students towards social concern and human values.
- To stand up for women empowerment.
- To pursue research and disseminate research findings.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Academic Excellence- Students have excelled with 3 Ranks at University, 2 Gold medals and 84 Centums.
2. 100% Placement.
3. Competency and Capacity building of students through enrichment programs like value added courses, transferable, life, communicative and placement skills.
4. Supports education of girl students - fulfilling the vision of the parent institution.
5. Campus to community -Active community outreach programmes
6. Committed, young and dynamic teaching faculty members.
7. Highly experienced visiting faculty members
8. Strong alumni support.
9. Transparency in Governance and Administration.
10. Continuous learning environment and support system to both faculty and support system.
11. Effective and systematic mentoring system for all stakeholders(Principal to Staff, Staff to Staff, Staff to Student and Student to Student)
12. Usage of creative pedagogy in classroom teaching(ICT, Mind and Concept mapping, Brainstorming etc).
13. Digital library with remote access and E Resources.
14. Research Ecosystem.
15. Awards and Scholarships for meritorious students and freeships for the economically weak.
16. Positive and continuous support from management in improving the infrastructure and learning facilities.
17. Positive progressive improvement in ICT resources to meet the growing needs of the millennial learners.
18. Strong Industry academia interface.
19. Academic and employability progression.
20. Location advantage as the Institution is centrally located

Institutional Weakness

1. Inadequate space for Student Canteen.
2. Less number of teachers with doctorate.
3. Inadequate space for expansion in the existing premises.

Institutional Opportunity

1. Minor research projects in partnership with NGO and industry.

2. Opportunity to introduce new UG/PG programs.
3. Opportunity to start media center to record online lectures and also augment learning.
4. Opportunity for faculty and student exchange program for academic collaboration and outreach programs.
5. Opportunity for more Industry collaborations.

Institutional Challenge

1. Competition from other colleges : Four institutions which offer the similar academic programs within one kilometer radius.
2. Shared Campus.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curriculum planning and implementation:

As an affiliated College of Bangalore Central University, Bangalore, the institution has to follow the syllabi prescribed by the university. The Institution offers flexibility in the courses within the framework of the University. The institution follows Choice Based Credit System(CBCS) prescribed by the University. The institution has effective curricular planning, delivery process and monitors the same.

Academic Flexibility:

The institution offers 2 UG and 1 PG Program with Interdisciplinary courses across all six semesters in UG and one semester in PG. The institution also offers subject related certificate courses to bridge the gap between campus and corporate like Business Analytics, Tally, GST, Accounting Technician, Advanced and Basic Excel and Technical Analysis. Through its skill development centre it offers life skills, transferable skills, employability skills and soft skills to enhance their employability and job potential.

One faculty member is the Academic council member (2016-18) and Member of the BOS of Bangalore University. One faculty member is the text book committee member of BCU. The faculty members of the institution have actively participated in syllabus oriented workshops and seminars.

Curriculum Enrichment:

The institution ensures effective curriculum delivery through a well-planned and documented process. The institution includes various social and cross cutting issues like gender, environment and sustainability, human values & professional ethics through curriculum, activities, seminars and discussions.

Regular industrial visits are organized to enhance the practical knowledge among the students. BTalks, guest lectures, workshops by experts from the industry and academia to complement classroom teaching are organized. Internships are encouraged to gain practical insights about the industry.

During the last five year the institution has conducted **34** certificate programmes , **2257** participations have

been registered for the certificate courses offered by the college.

Feedback systems:

The institution has established a formal system of feedback on programmes with academic peers, alumni, parents and employees.

Teaching-learning and Evaluation

The Institution puts needed efforts to cater to the requirements of different backgrounds and abilities, through effective teaching-learning experiences.

Student Enrolment and Profile:

The process of admitting students to the programs is through a transparent, well-administered mechanism, complying with all the norms of the affiliating university and the Government of Karnataka. AHL has predominantly students from economically weaker section or from lower middle class and also “First Generation Graduates” belonging to different social and religious background.

Catering to student diversity:

Diverse needs of students are met through conducting bridge courses for first semester students, remedial classes for slow learners and continuous support and mentoring to advance learners. As girls are more in number, college conducts gender sensitization programs in order to sensitize students about the other gender.

Teaching Learning Process:

The Institution believes in providing learner centered education through adopting methodologies such as participative learning, experiential learning and collaborative learning modes. Teachers provide a variety of learning experiences, including individual and collaborative learning. Faculty members have incorporated ICT in their scheme of teaching learning.

Teacher Quality:

All faculty members take initiative to learn and keep abreast with the latest developments, in order to seek continuous improvement in their work and strive for individual and institutional excellence. Highly committed faculty members work to cater to the distinctive learning styles of the students

Evaluation and Reforms:

The institution has a well established Continuous Internal Evaluation (CIE) system to assess the learning level of students and also to better their performance. Transparency in assessment is evident in all the steps right from conducting test, examination and declaration of results and prompt actions are taken to address all grievances. Innovative evaluation process is also adopted by the Institution in order to gauge the knowledge and skills acquired at various levels of the programs. All Internal and preparatory exam question papers are designed to include the Course Outcomes (CO s) considering the levels of learning of the students. This helps in finding out the attainment of learning levels by students

Research, Innovations and Extension**Promotion of Research and Facilities:**

The Institution is actively engaged in promoting research culture on campus. The institution has evolved appropriate policies, provides adequate facilities and support to faculty members for undertaking research. Financial support is provided to faculty members to undertake research projects, presenting research papers and for attending seminars/conferences. All faculty members have published research papers in ISSN and ISBN journals over the years. Faculty members who receive state, national, and international awards are provided financial incentives in recognition of the achievements. Research Culture is not confined only to faculty members it is extended to students and is visible through their participation and presentation of papers in various conferences. Few students have won best paper award and also few student research papers have been published.

Innovation Ecosystem:

The Institution has created an ecosystem for innovation through its entrepreneurial development cell. The E D Cell works in collaboration with NEN (Wadhvani Foundation) and AWAKE. The activities of this cell promote entrepreneurial skills among students. IPR Cell conducts seminar/workshop on Intellectual Property and related areas. The Industry Institution Interface Cell has contributed significantly in creation and transfer of knowledge.

Extension Activities:

AHL has bagged National, State and University level awards for its initiatives towards Social Concern. The institution promotes value- based education for inculcating social responsibility and good citizenship amongst its student community by associating with NGOs, Govt. Departments and Service Agencies. Student participate in blood donation camps, visit old age homes, orphanage attend social awareness programmes, shramadhans, etc. which help in better understanding of the community.

Linkages and MOU's:

The strong linkage of the Institution is seen in terms of the number of industrial visits, industry internships and

industry experts visiting the campus etc. The Institute makes all needed efforts towards strengthening the collaborations. The college has MOU's with Institutions having unique objectives for the holistic development and capacity building of our students.

Infrastructure and Learning Resources

The Institute is centrally located in the heart of the city. The institute is part of 1.15 acre shared campus in Malleshwaram.

Physical facilities:

The institution has two seminar halls and one Auditorium. It has A/C Seminar hall for its exclusive usage with 100 seating capacity, where seminars and symposiums are organized. One more hall called Silver Jubilee hall is available where small functions can be organized with 150 seating capacity. Auditorium with seating capacity of 600+ is used for cultural activities, conferences, fests and intercollegiate events. Separate toilets are available for ladies and Gents. Sick room and counseling room are also available. Clean drinking water facilities are made available.

Library as a learning resource center:

The Institute has a separate UG and PG library. They are equipped with 12790 volumes of books and 45 national and international journals. The library is fully computerized with remote access. It also has collection of E books, E resources and Research databases. The library has subscribed to E resources like INFLIBNET and has access to E Shodhganga.

IT Infrastructure:

The institution has adequate IT infrastructure and also proactive in updating its IT infrastructure. The ICT facilities and learning resources are used by the faculty and students optimally. The institution has Wifi facility with high speed bandwidth. The college on the whole has 88 desktop computers, 8 laptops, 10 printers, 4 scanners, 14 LCD projectors and 2 smart boards.

Maintenance of campus Infrastructure:

The housekeeping staff maintain the physical infrastructure of the campus. Washrooms are cleaned thrice a day. The institution has AMC for maintaining IT infrastructure, water cooler and elevator.

Student Support and Progression

Student Support:

Institution has a well established student welfare measure system to support students. Active and vibrant Placement Cell takes care of providing career guidance support, training for competitive exams along with placement services. The counseling cell provides psychological support to needy students and regular mentoring is done to all students to help them in their academic concerns and pressures. Yoga classes are conducted regularly for all the students. Bridge course in mathematics and accounts is conducted for first years

and Revision classes are conducted as per the student requirements.

Student Progression and Participation in activities:

Majority of the students take up jobs after their education and few proceed to higher education. Post graduate students are provided coaching to clear NET exams and every year few students have cleared the exams.

Students have actively participated in various sports, cultural and management activities and have won prizes. The Institution encourages student participation in co-curricular and extracurricular activities as it helps in their holistic development.

Alumni Engagement:

Our alumni have been a strong support to the Institution as they are coming back to extend their support to the development of the Institution. Their contributions are varied in nature. Few help us in our placements by bringing their companies for campus recruitment. Alumni entrepreneurs provide internship opportunities to the students. Few alumni members have sponsored awards. Thus, the Institution nurtures the alumni association to contribute significantly to the development of the institution in their own possible way.

Governance, Leadership and Management

Malleswaram Ladies Association the parent organization is known for value based leadership and transparency in governance in the field of education. Following the footsteps of the parent body Academy of Higher Learning practices Value based collective leadership and transparency in governance.

Institutional Vision and Leadership:

The Vision and Mission of the Institution is as per the National Education Policy of the country. Managing Committee, Governing Body gives the direction for achieving the Vision and Mission of the Institution. The leadership at the Institution implements the recommendations made by the Managing Committee and Governing Council through a well defined process and procedures.

Strategy Development and Deployment:

The Institution has a perspective and strategic road map in place to achieve its goals and objectives. The Institution adopts participative decision making and has faculty members and staff as members of various forums, committees, cells. It has a well defined organization structure. Periodical meetings are convened by these committees, resolutions are passed and implemented and action taken reports are documented and presented to the stake holders. E Governance is adopted by the Institution using Tally and Customized administrative software.

Faculty Empowerment Strategies:

Statutory welfare measures are provided to both teaching and non teaching staff. It believes that well trained and highly motivated faculty members are the backbone of the Institution. Hence makes all efforts to support

the continuous learning of faculty members by deputing them to various FDPs organized externally and also conducts in house FDP's. The Institution has conducted 23 FDP's and 12 Seminars/Conference in the last five years. Financial support is given by the Management to build the research capabilities and research projects.

Financial Management and Resource Mobilization:

Being a self financing Institution fee collection forms the major part of the Institutional financial resource. However, it also receives philanthropic contribution towards student scholarships, prize endowments, research funding and awards. It also raises funds through sponsorship for events, conferences and seminars. Budgetary practices are adopted for efficient management of funds. It has regular internal and external audit mechanism.

IQAS

Consistent incremental quality initiatives are adopted for the overall development of the Institution.

Institutional Values and Best Practices

Higher Educational Institutions should operate in the larger context of being responsible for building capable individuals to be vehicles of change in the current changing national and global context.

Institutional values and social responsibilities:

The institution sensitizes the students by organizing gender equity programmes. The institute exhibits gender sensitivity by providing facilities to the students such as :

- Safety and security- This is ensured by the fact that the campus is under CCTV surveillance and has security personnel monitoring the campus 24X7 and no outsiders are allowed to enter without a valid id.
- Counseling- The institution has put in place a system for the effective management of problems and challenges faced by students. A qualified in house teacher- counselor and external counselors talk to the students in case of any problems and complete confidentiality is maintained. The college has also put in place the mentoring system where group and individual mentoring helps the students in finding solutions to their academic and personal problems.
- Common room- There is adequate space in the campus where the students spend time to relax study or get together.

The Institute adopts environment friendly practices such as using public transport, minimizing the use of paper consumption, rain water harvesting, and minimizing the usage of plastics. The Institute has also initiated the replacement of the existing bulbs with LED bulbs so as to save electricity.

The Institute also organizes various programmes to uphold universal values, peace and communal harmony. Initiatives are taken to organise the birth and death anniversaries of great personalities so as to emulate their virtues. We also have been developing some practices through the years which have turned out to be few of our best practices.

Best practices of the institution are:

1. Holistic Development
2. Campus to Company
3. Inculcating Social Concern
4. Mentoring

Institutional Distinctiveness :

Women Empowerment initiatives of the college.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MLA ACADEMY OF HIGHER LEARNING
Address	MLA Academy of Higher Learning, 14th Cross, Malleswaram
City	Bengaluru
State	Karnataka
Pin	560003
Website	www.mlaahl.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Padmaja P.V.	080-23462632	9845434477	-	mha_hl@yahoo.co.in
IQAC / CIQA coordinator	Suma T.S.	080-23464245	9844356043	-	sumarao7801@yahoo.com

Status of the Institution	
Institution Status	Self Financing and Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	02-08-2006

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

State	University name	Document
Karnataka	Bengaluru Central University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	20-09-2012	View Document
12B of UGC	29-12-2016	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
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Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	MLA Academy of Higher Learning, 14th Cross, Malleswaram	Urban	1.15	4465.11

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom, Commerce And Management	36	Higher Secondary	English	180	122
UG	BBA, Commerce And Management	36	Higher Secondary	English	60	29
PG	MCom, Commerce And Management	24	Degree	English	40	34

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				0				16			
Recruited	0	1	0	1	0	0	0	0	3	13	0	16
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				15
Recruited	2	13	0	15
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				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	0	0	0	1	0	2
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	1	10	0	11

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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	1	2	0	3

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	3		4		7

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	27	3	0	0	30
	Female	357	7	0	0	364
	Others	0	0	0	0	0
PG	Male	4	0	0	0	4
	Female	69	0	0	0	69
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	1	1	0	0
	Female	44	48	50	56
	Others	0	0	0	0
ST	Male	0	1	1	1
	Female	8	8	8	7
	Others	0	0	0	0
OBC	Male	3	4	4	16
	Female	204	225	215	247
	Others	0	0	0	0
General	Male	3	3	1	2
	Female	87	97	92	67
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		350	387	371	396

3. Extended Profile

3.1 Program

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

Response: 688

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

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

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
437	393	368	380	356

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
70	70	40	40	37

File Description	Document
Institutional data in prescribed format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
116	121	119	116	88

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

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

File Description	Document
Institutional Data in Prescribed Format	View Document

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

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

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 13

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

2018-19	2017-18	2016-17	2015-16	2014-15
49.18	38.61	52.69	35.85	48.26

Number of computers

Response: 71

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 institution follows effective curriculum delivery through a well planned and documented process to mould students to be lifelong learners and achievers.

AHL is affiliated to BU/BCU and the institution prepares its calendar of events to conform with the University calendar of events.

- Workload is allocated to teachers at the beginning of the semester to give them ample time to prepare for class
- Teachers are also allocated with responsibilities for individual forums/cells/committees
- Teachers make individual presentations of their goals for the semester as a teacher stressing on their role in class and as a coordinator focusing on their duty to organize and conduct activities.
- A lesson/unitized plan is also prepared for the semester where the teaching methodology is also highlighted for relevant modules.
- The Calendar of events is prepared allocating dates for all forum activities, seminars, conferences, parent teacher meeting, tests, preparation and submission of IA marks.
- A consolidated timetable for classes is prepared scheduling the required number of classes per teacher per subject and the same is reflected on the notice board for the students. Classes are also allocated for value/mentoring and yoga classes.
- Teachers conduct a class test to assess the learning levels of the students and based on that assessment, the teaching methodology is adopted.
- Teachers organize BTalks, guest lectures, workshops and industrial visits by experts from the industry and academia to complement classroom teaching.
- Certificate courses are organized to bridge the gap between the campus and corporate.
- Teachers are encouraged to use technology while teaching apart from the chalk and talk method. Innovative classroom pedagogy like brainstorming, group discussion, mind and concept mapping, and role play are encouraged in the class.
- Teachers document every detail in individual work diaries to keep track of their day. A monthly performance report is prepared who records information about his/her classes, participation in ISR activities, help extended to slow and advanced learners and any other information that they would like to bring to the notice of the head of the institution.
- Regular tests, assignments and continuous monitoring by the teachers in class ensure an effective system in the institution.
- A parent teaching meeting once a semester facilitates effective student supervision.
- The attendance register and the work diary are submitted to the principal for perusal at the end of every week.
- Scope is given for reinforcement (remedial) classes on need basis.
- At the end of the semester, the marks from the tests, attendance and assignments are collated to

arrive at the IA marks.

- Students are encouraged to participate in extra-curricular and co-curricular activities and their participation is documented as CC/EC marks as specified by the University.
- The teachers at the end of the semester prepare a presentation to review their accomplishments, any gaps and reasons for them.
- All relevant documents for mentoring, value class, work diaries and forum documents are submitted to the principal at the end of the semester.

File Description	Document
Any additional information	View Document

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

Response: 15

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

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

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: 19.48

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

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

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

<p>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>Response: 31.98</p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 220</p>	
File Description	Document
Details of the new courses introduced	View Document
Any additional information	View Document
<p>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>Response: 100</p>	
<p>1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.</p> <p>Response: 3</p>	
File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document
<p>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</p> <p>Response: 63.2</p>	
<p>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</p>	

2018-19	2017-18	2016-17	2015-16	2014-15
337	274	250	185	187

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

1.3 Curriculum Enrichment

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

Response:

Living in an environment where we read, see and hear of instances of discrimination relating to gender, environment and ethics, sensitizing the students about the same in class, integrating them in everyday life and inculcating values has become the need of the hour.

- Value class is an important part of our curriculum and is integrated in the time table. Teachers talk about human values, show videos and get students to share their experiences.
- The value education committee organizes value lectures and workshops.
- Kattedu, the discussion forum organizes discussion on varied topics like women empowerment, gender equality, women education, inclusion and profession.
- The college organizes seminars and workshops pertaining to issues of human rights, environment and gender inclusion; a symposium on women empowerment and perspectives, and screening of relevant movies.
- Wall magazine, an innovative concept focuses on creativity of the students. Some relevant topics like **negligence of river Ganga, wastage of food in India, tragedies of selfie addiction** are presented and the students choose their material and display them on the space allotted to them highlighting the topics.
- The Anti ragging cell in the institution enforces the message that ragging of any sort is a punishable offence.
- The grievance redressal cell for students addresses complaints submitted in the drop box. The committee comprises of the head of the institution, a teacher and student council members.
- There have been zero complaints with regards to harassment of any kind on campus
- A lot of outreach programs like rallies, blood donation drives, waste segregation and lectures are organized through the Eco club, YRC, ISR and NSS to sensitize the students on social commitments and contribute to the environment and for people around them.
- Courses have been introduced in the curriculum by the University at various levels to educate students to be responsible with regards to the above sensitive issues. Subjects like Business Ethics teach students to be educated and sensitize on various ethics. Issues like plagiarism are also taught in class to highlight the sensitive issue of spying and cheating.

- The discipline committee monitors the security practices in the campus. Discipline is maintained by all teachers and students.
- The institution has put in place mechanisms like Equal Opportunity Cell and Prevention of Sexual Harassment Cell to create a vibrant and safe atmosphere.

File Description	Document
Any Additional Information	View Document

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

Response: 58

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

Response: 58

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 31.12

1.3.3.1 Number of students undertaking field projects or internships

Response: 136

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

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

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Any additional information	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	2	2	0	2

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 74.28

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

2018-19	2017-18	2016-17	2015-16	2014-15
185	179	131	144	146

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

2018-19	2017-18	2016-17	2015-16	2014-15
280	280	160	160	210

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
70	70	40	40	37

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

2.2 Catering to Student Diversity

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

Response:

Our institute strives to achieve excellence by identifying the learning levels of the students who come from diverse socio-cultural, economical and educational background. Taking into account the varied needs of the students at the commencement of every academic year, the college conducts:

Aptitude Test: After the admission of new batch of students induction and orientation program is conducted. General aptitude test is conducted for all the students after the admission, prior to the commencement of the course at the beginning of the program to assess the learning levels of the students.

Bridge Course: A bridge course is conducted in various courses such as Mathematics and Accounts for all the students.

Following measures are taken to support advance and slow learners

Details	Scheme "Uttejan" for Advance Learners	Scheme "Sahay" for Slow Learners
Basis of identification	Advanced Learners are identified based on their score in the previous qualifying exam or end- semester examination	Slow Learners are identified of the students in the by the respective course

<p>Institutional Practice</p>	<p>Advanced Learner Book Bank facility: Additional book facility is provided to Advance Learners along with regular library book facilities</p> <p>Work sheets: They are given additional challenging assignments</p> <p>Participation: Encouraged to participate in inter institution competition, symposium, quiz, poster presentation, conferences, etc</p> <p>Mentoring & Counseling: Course faculty and program coordinators constantly motivate good students to get centum</p> <p>Solving question papers: They are made to solve previous year question papers by the respective course teachers</p> <p>Prizes for meritorious students “Prathibha Puraskar”: As a part of this scheme, some of the faculty members, philanthropers have donated charity funds which are kept in the bank as a fixed deposit. The interests obtained from these funds are utilized for prizes to the meritorious students at the Annual Prize Distribution Program on college day apart from the special awards given for special achievers like university rank holders by MLA Management.</p>	<p>Revision/Remedial/R classes: Remedial classes every semester to help</p> <p>Mentoring & Counsel</p> <p>Guidance and support subject teachers as w regular basis. Mentori which each teacher is with whom they regula</p> <p>Parent Teacher Meet</p> <p>frequent absenteeism i parents during semeste</p> <p>Simple reading mater</p> <p>with simple reading understanding of the su</p>
<p>No. of students benefitted</p>	<p>520 students</p>	<p>640 students</p>

File Description	Document
Any additional information	View Document

<p>2.2.2 Student - Full time teacher ratio</p>	
<p>Response: 25.71</p>	
<p>2.2.3 Percentage of differently abled students (Divyangjan) on rolls</p>	
<p>Response: 0</p>	
<p>2.2.3.1 Number of differently abled students on rolls</p>	
<p>File Description</p>	<p>Document</p>
<p>Institutional data in prescribed format</p>	<p>View Document</p>

2.3 Teaching- Learning Process

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

Response:

The Institution believes that every student is unique and it is the responsibility of the teacher to understand the strength of the student and apply relevant teaching method. With this in mind faculty members of the college adopt various learner centric methods.

Experiential Learning is 'Learning by doing'. This method of learning enhances critical thinking, problem solving and decision making ability in a student and also bridges the gap between theory and practice. By organizing fests students get hands on experience in planning, managing, accounting, marketing, team building, risk management and leading skills which helps them in developing their self confidence and inter personal skills. With a view to expose students to current and emerging issues variety of seminars, workshops, certificate and valued added courses are regularly organized.

Participative Learning is one where students are encouraged to work with other students either in pairs, small groups, or as a class. Activities such as role plays, presentations and brain storming sessions contribute to a greater level in the students learning. Students are encouraged to participate in various fests and programs organized by other Institutions, they present their views as a class on a given topic through Wall Magazine or in open discussion forum *Katte*. It is mandatory for every student to be part of one of the following forums: NSS/YRC/Eco Club/E Cell/ISR in order to make them sensitive and understand grass root level challenges of the society.

Problem solving oriented learning is incorporated in courses such as Income Tax, Financial Accounting, Corporate Accounting, Business Mathematics (Quantitative Methods for Business), Business Statistics, Cost Accounting etc. Assignments are given to test the problem solving ability of the students.

Following are the techniques of active learning adopted by faculty members:

Experiential Learning	Participative Learning	Problem Solving	Computer As
Industrial Visits	Group Discussions	Assignments given to test the problem solving ability	Wi Fi enabled
Field Visits	Group Exercises	Case study analysis	Subscription to
Entrepreneurial Cell	Role Play	Unit test	ICT based ad
Sambhavami: Inter College Management Fest	Presentations	Work Sheets	Excel, Advan analytics
<i>Manthan</i> : Inter Class Management Fest	Home assignments		Use of films a teaching
Aspirations: Inter College PG fest	Brainstorming sessions		Power point p
Business Lab Exhibition	Field trip		
Internship	Quiz		
	Wall Magazine		

<p>Dissertation/Project Work with companies</p> <p>B Talks</p> <p>Workshops</p> <p>Student Seminars</p> <p>Certificate courses on GST, Tally, Stock Market Analysis etc.</p> <p>Outbound activities organized by various forums and cells</p> <p>Minor projects</p>	<p>Focused Group Discussion</p> <p>Learning through theatre</p> <p>Participation of students in inter college fest</p> <p>Participation of students in national or international seminars or conferences</p> <p>Presentation of research papers by students in various conferences</p> <p>Peer Learning</p> <p>Mandatory participation in any one of the following: NSS/YRC/Eco Club/ISR/Sports/E Cell</p> <p>Yoga training</p> <p>Power point presentations</p> <p>Value inculcation programs</p> <p>Collage making</p> <p>Poster Presentation</p> <p><i>Katte</i> (Open discussion forum)</p> <p><i>Bhaavayami</i>: Inter College Cultural Fest</p> <p><i>Kalanjali</i> and <i>Habba</i>: Inter Class cultural fest</p>		
File Description	Document		
Any additional information	View Document		

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems

(LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 17

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: 27.31

2.3.3.1 Number of mentors

Response: 16

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The institution believes in moving with the times and has equipped itself with technological infrastructure. The faculty members are encouraged to adopt innovative teaching methodology with ICT tools in teaching process along with lecture method. Innovative methods aid in the development of the students and also make teaching-learning process more conducive and participative.

Following table provides the list of innovative practices adopted and its learning outcome. Learning outcome is obtained based on the feedback provided by the students.

Innovative techniques adopted

Innovative Practice	Learning Outcome
Poster Presentation by PG department	Facilitates team working, Creative Thinking, Research and Reading, Visual representation
Student research paper presentation in National/International Conference or Seminars	Better understanding of how academic theories apply to the field

	Ability to critically analyze, organize and summarize	
	Improvement in oral and written communication	
Field study by PG students	Real world learning Hands on learning Concepts more memorable	
Learning through Newspaper (PG students)	Improvement in Critical thinking Language and General knowledge	
NIPM student chapter	Industry Institution Interface	
PG fest "Aspirations"	Leadership Organizing and Communication Overcome stage fear	
Google classroom	Exposure to an online learning system	
Visit to Chennapatna Toy Factories	Exposure to practical working environment about industrial practices	
Market indicators in the class board	Current market trend	
Business Lab Exhibitions	Enhancing creativity, Platform to exhibit Boosting confidence	
Student Projects by Language department	Independent learning, Critical thinking, Pro time management	
Role play	Creativity and Imagination, Observe and A experiential learning	
Concept mapping	Easy grasping and better memory recall	
Mind mapping	Enhances memory, easy learning	
Six thinking hats	Problem solving, Reasoning , Enquiry and E	
Work book	Independent learning, Useful for exam prepar	
Work sheets	Academic excellence through additional assignments	
Yours Truly Theatre	Team work, Social awareness	
B Talks	Get real world perspective on the topics taught	
Internship	Exposure to real world scenario, skill develop	
Industrial Visits and Field Visits	Application of class room learning to real situ	
Value Class, Hindi Divas celebration and Sanskrit Lecture series	Develop positive thinking, Personality dev citizens	
Fests organized by Commerce and Management department	Planning, Organizing, Coordinating, team resolution, Flexibility	
Environment for Innovation through Entrepreneurial Cell	Innovation, Creativity, Problem Solving, Cris	
Business game simulation (Mock Stock, IPL Auction)	Critical thinking, Learning through playing	
Case study	Critical thinking and problem solving	
Eco club (PEEPAL) activities	Sensitivity towards flora and fauna	
Equal Opportunity Cell activities	Inclusion and Diversity	
Katte an informal discussion group	Understand about cross cutting issues	
College Magazine	Writing skills	
Wall Magazine	Creativity	

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 100	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years											
Response: 13.09											
2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years											
<table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> </tr> </tbody> </table>		2018-19	2017-18	2016-17	2015-16	2014-15	2	2	2	2	2
2018-19	2017-18	2016-17	2015-16	2014-15							
2	2	2	2	2							
File Description	Document										
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document										
Any additional information	View Document										

2.4.3 Teaching experience per full time teacher in number of years	
Response: 38.88	
2.4.3.1 Total experience of full-time teachers	
Response: 661	
File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 25.97

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

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

File Description**Document**

Institutional data in prescribed format

[View Document](#)

e-copies of award letters (scanned or soft copy)

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 19.63

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

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

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:**

Being an affiliated institution we follow 70:30 pattern where-in out of 100 marks per subject 70 marks come from final Semester End Examination (SEE) and 30 marks from CIE. Continuous Internal Evaluation

(CIE) is an ongoing process and is based on attendance, assignments and two internal examinations.

The Institution has a well established Test and Examination Committee comprising of Principal, Faculty Members and Administrator to monitor and conduct all activities relating to Test and Examination in a systematic manner.

CIE System

- 1) The institution adopts Centralized Continuous Internal Evaluation (CIE) System to assess all aspects of a development
- 2) Students are made aware of the evaluation process through: orientation programs at the beginning of the through Academic Calendar in student information manual , mentoring sessions and Display of test time tab college notice board
- 3) Sharing of test scores with parents during the Parent Teacher Meeting
- 4) Revision/Remedial/Reinforcement classes are conducted to help slow learners'
- 5) CIE system supports and encourages the students representing the institution in any Extracurricular and Co activities by providing them a chance to appear for re test
- 6) The components of CIE not only works towards enhancing academic skills but also tries to promote life orien through various value added programs
- 7) Topic wise question banks are provided for all subjects
- 8) Students are encouraged to solve previous years University Exam question papers
- 9) Assignments are given by faculty members to improve the quality of answer and enhance their knowledge

Evaluation Reforms Introduced in the last five years is summarized below:

Year	Specific Reforms
2014-15	<ul style="list-style-type: none"> • Two rounds of test • MCQ pattern of test for few subjects with OMR answer sheet • Open book Exam for UG students
2015-16	<ul style="list-style-type: none"> • Internal assessment with one test and one preparatory exam • MCQ pattern for all non core subjects
2016-17	<ul style="list-style-type: none"> • Internal assessment with one test and one preparatory exam • MCQ pattern for few subjects done online • Open book exam for PG students
2017-18	<ul style="list-style-type: none"> • Internal assessment with one test and one preparatory exam • MCQ pattern for few subjects done online
2018-19	<ul style="list-style-type: none"> • Internal Assessment with one class test and one regular internal test in odd semester and one internal test with one preparatory exam in even semester • Assignment submission in all subjects in both the semesters

Impact of CIE	
Positive Impact of CIE is measured through:	
<ul style="list-style-type: none"> • Ranks secured by the students at the University Level • Number of students scoring centum in various subjects • Improvement in pass percentage • Ability of students to critically explain the concepts in placement interviews 	
File Description	Document
Any additional information	View Document

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

Response:

The mechanism of internal assessment is transparent and robust in terms of frequency and variety in the Institution. The test and examination committee ensures that faculty and students are aware of the process of Internal Assessment. The process of mechanism of Internal Assessment will be discussed in detail with first semester students during their admission counseling process and again during the orientation program.

Mechanism of Internal Assessment to ensure transparency

1. The institute follows guidelines of Bangalore Central University for the internal evaluation process
2. The process is conveyed to students and parents during the orientation program at the beginning of every academic year
3. Student information manual is provided to the students at the beginning of the year with the academic calendar which includes plan for internal assessment
4. Minimum two tests are conducted internally by the test and examination committee.
5. Uniform Internal test time table is prepared and scheduled
6. The syllabus for the internal test is announced in advance by the concerned faculty member
7. The question paper for the internal test is prepared keeping University pattern in mind
8. Students are asked to write the tests in the answer sheets provided by the college
9. Valued answer scripts are distributed to the students. Students' grievances concerning their scores are taken care of and redressed in a timely manner by individual subject teachers.
10. Scores of the test is shared with the parents during the Parent teacher meeting session held once a semester
11. Consolidated internal mark sheet is displayed on the institute notice board and uploaded to the University promptly every semester after being verified by the Principal.
12. Individual acknowledgment through signature is obtained from every student before forwarding it to the University.

Mechanism of Internal Assessment to ensure robustness

1. The Institution has a well established Test and Examination Committee to monitor and conduct all activities relating to internal assessment
2. Class tests, Assignments and Internal Assessment Exams are an integral part of every course
3. After the distribution of the answer scripts to the students model answers are discussed in class to enable students to score better marks
4. Subject teachers discuss from time to time on how to approach application oriented questions
5. Students are constantly monitored by the subject teacher to ensure their consistent performance and share their feedback on assessment immediately, so that they can improve their performance
6. Student attendance is monitored on regular basis and prolonged absence is brought to the notice of the parent or guardian
7. As per the University guidelines all faculty members adhere and complete the syllabus well within time.
8. Marks are given for student's participation in extra-curricular and co-curricular activities under different subjects as per university guidelines
9. Advance learners' are motivated by the subject teachers and teacher mentors to score good marks. Slow learners' are trained through remedial/revision/reinforcement classes and requirements of average learners' are met through teacher mentors during regular mentoring sessions

File Description	Document
Any additional information	View Document

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

Response:

The grievances of students pertaining to examination can be at two levels namely:

Grievance at the Institutional level	Solution
Test timing	Test timings are decided based on the majority collective opinion of the students sharing their view through their class representatives
Awarding of less marks	All students are handed over their corrected answer sheets so that they know how much marks they received in each question and are encouraged to clarify their doubts regarding marks received. If students failed or received very low marks, they are given an opportunity to re-assign assignments or retest to improve their marks / grades
University Level Grievances	Solution
Revaluation	Institution helps students to apply for revaluation by sending circulars and other assistance on need basis

Results withheld by the University	If the result of a student has not been declared, then the same will Registrar (Evaluation) of University and also upload the compl website portal so that necessary action can be taken without de written letter with relevant supporting documents is submitted t Evaluation by the University liaison officer to the concern documents the University acknowledgment copy of the grievance a addressing the issue at the earliest with regular follow ups
Any other grievance	University liaison officer will look into all the grievances and getting timely support

Other initiatives:

1. The Institution has a **University liaison officer** who acts as an interface between the Institution and the University in solving all University related grievances
2. Institution has kept **suggestion box** where-in students can drop the grievances and these boxes are opened once in a semester by the Grievances committee and appropriate actions are taken.
3. Institution will collect **Feedback** (Test and Examination) and give an opportunity to all the students to share their suggestions and grievances. Based on the feedback corrective actions are taken wherever required

File Description	Document
Any additional information	View Document

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

Response:

The institute has a well-defined standard operating procedure to develop the academic teaching plans and it follows a well-defined Calendar of Events (COE) prepared by the IQAC at the beginning of every semester. A comprehensive academic plan for the semester is drawn in the faculty meet prior to the commencement of the academic year. The COE comprises of both academic and activities calendar. It is prepared taking into consideration the University calendar, vacation, holidays.

The Academic Calendar will specify:

The date of commencement of classes

Internal test dates

Last date for Submission of test question paper

Last date for submission of test marks

Last working day

Last date to submit IA marks

Activity Calendar will include major events, functions, activities, competitions, industrial visits etc which is listed below:

Extension activities conducted by NSS/YRC/Eco Club/ISR/E Cell

Activities of Triple I Cell: Business Talks by corporate, Industrial Visits, Field Visit, Placement, Internship etc.

Sports and Cultural Activities and Competitions

Literary Activities and Competitions

Fests

Skill Development Cell program comprising of Conducting Certificate programs

Seminars/Symposium/Conferences

Faculty Development Program/Workshop

Guest Lecture/Value lecture

Celebration of National festivals

Alumni Meet

Katte (Informal discussion forum)

Mentoring and Value Classes

Subject allotment is done well before the commencement of the semester to give ample time for the faculty members to prepare for the courses. Consolidated time table is prepared by the Time Table Committee and is made available to all the students and faculty members. Changes to the permanent time table is made on need basis for effective utilization of classes.

Regular staff meetings are conducted to ensure adherence to the schedule given in the Calendar.

In case of any deviations, reworking is done to ensure smooth functioning of the activity. Adherence to Academic Calendar is achieved by conducting extra classes sometimes even on Sundays.

Evaluation

The Institution conducts internal tests every semester to assess the academic competency of the students.

A preparatory examination is conducted at the end of every semester which acts as a great source of help to the students in preparing for the final exam.

The schedule of internal assessment is prepared in advance and shared to the students through COE as a part of Student Information Manual.

Dedicated invigilators supervise the conduct of the test and students are strictly monitored and are not allowed to resort to any unfair practice

Besides the internal tests, the concerned faculty member administers assignments, conducts seminars and uses these as the components of student evaluation.

The gross internal marks secured by the students are intimated to them before submitting it to the University.

While following the academic calendar due care is taken to accommodate co-curricular activities and other programs so that the time schedule for tests and examinations are not interrupted.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

The programs offered by the University are offered to the students. Information about this is available on the college website. The first step to create awareness among the students of all the programs, there are teaching staff counsellors who are engaged in the admission process of various programs, explain to the prospective students about the learning outcomes, objectives of the programme, the career prospects and the domain related value added programs offered along with the university syllabus. Besides this, at the time of the orientation program, for the first year students the course outcomes as well as the specific program outcomes is highlighted to the students as well as the parents. Further, teachers follow effective strategies in articulating the learning objectives of each lesson/ unit present in the syllabus, for each course offered. A unique set of learning outcomes have been defined. The faculty members articulate the learning objectives and expected outcomes for each course at the beginning of the semester, by keeping curriculum and examination requirements as per the examining university. This helps the students to have better understanding on the subject outcomes and its relevance. To strengthen the learning outcomes, institution make efforts through organising FDP's, workshops, conferences and seminars by calling industrial experts, professionals and resource people, which helps to improve the knowledge base of faculty members.

Program specific outcomes and Program outcomes and Course outcomes are published in the college website and student information manual.

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

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

Response:

The direct method of assessment of attainment level of program outcomes and course learning outcomes are used by the institution in order to compute the attainment level by considering internal assessment marks and university examination marks. Since MLA Academy of Higher learning is an affiliated institution, institution doesn't have freedom on setting the question paper as per requirements of outcome based education frame work of assessing the level of attainment but it is making an effort to map the outcomes by keeping university examination results.

Attainment fixing

The attainment level ranges between 0-3

High Level Attainment -3 (above 80%)

Moderate 2-3 (between 50% to 80%)

Low 1-2 (40%-50%)

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 95.28

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

Response: 121

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

Response: 127

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 475500

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

2018-19	2017-18	2016-17	2015-16	2014-15
156000	100000	89500	69000	61000

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 11.76

3.1.2.1 Number of teachers recognised as research guides

Response: 2

File Description	Document
Any additional information	View Document

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

Response: 3.18

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

Response: 49

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

Response: 77

File Description	Document
Supporting document from Funding Agency	View Document

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:

As a step towards creation of incubation center and to create a right climate for transfer of knowledge following efforts have been initiated by the Institution:

EDC of our college is associated with

Entrepreneurial Development Cell (EDC)

EDC of our college is associated with

National Entrepreneurship Network (NEN) which inspires, educates, and supports entrepreneurs to create high growth businesses and jobs. NEN's Student Entrepreneurship Programs such as Wadhvani E-Cells on campus, Campus Company, etc. inspire, educate and skill young entrepreneurs

AWAKE (Association of Women Entrepreneurs of Karnataka) which organizes program for women and youth to start their own business on their own by equipping students with the required skills and knowledge. Our students have attended various programs of AWAKE and have cherished the benefits of the program.

Other activities of the Cell:

- Saturday Start Up
- Visit to Flea Market
- Vocational Training Programs
- Sharing of experiences by entrepreneurs
- Field Survey

Number of programs organized by the Cell (2014-15 to 2018-19): 66

Number of students benefitted: 400

Research Cell

The research cell of the Institution aims at enhancing the research capacity of faculty and students. The cell conducts various activities to achieve its objectives.

Following list provides a list of various activities conducted for faculty and students:

Nature of Initiative	Number of beneficiaries
Research workshops and FDP's	307
Poster presentation	65

Encouraging students to participate in intercollegiate research opportunities	70	
Student Seminar	60	
Field study reports	32	

Industry Institution Interface Cell (Tiple I Cell)

Being a Commerce and Management institution it becomes important to encourage all feasible interactions with industry to derive benefits from the industry for the overall development of the institution.

Below is the list of modes of interaction and relevant details related to it:

Nature of Interaction	Number of Programs	No. of Beneficiaries
Industrial Visits	20	615
Business Talks by Industrial Experts	36	1900
Internship	16	83
Industrial Projects	2 (BBA and M.Com)	323
Placement Services	26	568
Industry experts invited as speakers during conference/seminars	12	1630

Other initiatives: NIPM student chapter, Institutional Membership with FKCCI and NIPM, Industry Experts as Guest Faculty, Staff development Programs organized in association with Professional Organizations

Skill Development Cell (Kaushal Vrudhhi Kendra)

The Skill development cell identifies, organizes and conducts certificate courses on various relevant areas. Through identification of skill gaps and develops courses to bridge the gaps and provides employable students to the industry by creating tie ups with institutions which are working on providing skill oriented programs.

Following list provides a detail overview of various programs offered by the Cell:

Type of Course	No. of Programs	No. of beneficiaries
Subject Related Certificate Programs	18	1009
Pre Placement Training Programs	08	623
Life Skills and Leadership Programs	02	625

Other initiatives focusing on creating an eco system for innovation includes:

Business Lab: Display of charts and models

Wall Magazine (A weekly edition where students display creatively their views and thoughts on a given topic using newspaper clippings, own drawing etc.)

File Description	Document
Any additional information	View Document

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

Response: 87

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

2018-19	2017-18	2016-17	2015-16	2014-15
21	21	22	16	7

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

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

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

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

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document

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

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

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

Response: 2

File Description	Document
URL to the research page on HEI web site	View 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: 2.21

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

2018-19	2017-18	2016-17	2015-16	2014-15
7	14	4	5	4

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	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: 2.08

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

2018-19	2017-18	2016-17	2015-16	2014-15
9	3	5	11	4

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:

Volunteering gives an opportunity to change people's life, including their own. At AHL we believe that giving back to the community while developing important social skills contributes to becoming a model citizen. AHL encourages students to participate in community programs under the following extension units:

- 1.NSS
- 2.YRC
- 3.Eco Club
- 4.Institutional Social Responsibility (ISR)
- 5.Entrepreneurial Development Cell

NSS: NSS unit of the college completely believes in putting into practice the motto of NSS – “Not me, but you” which expresses the essence of democratic living and upholds the need for selfless service and appreciation of the other man's point of view and also to show consideration for fellow human beings. We, at AHL, strive to inculcate the attitude and belief in our students that the welfare of an individual is dependent on the welfare of society as a whole, through various activities directed towards this end. NSS Students are exposed to the rural ambience through week-long special camps where community services are offered. They also undertake socio-economic surveys of the locality. NSS unit has conducted special camps at Obhdevanahalli and Guddadahalli.

Volunteers partake in conducting activities for orphans and kids from under privileged backgrounds during national festivals.

YRC: YRC unit of the college works with the objective of developing people to meet emergencies and natural disaster and practice national integration and social harmony. Its activities focus on personality development students through community service. The activities conducted will focus on Educating School Children

First Aid Awareness/Training, Guest lecture on various topics like-Personal Hygiene, HIV/AIDS, Alcoholism, Drug abuse

Eco Club: The impact of any civilization can be understood through its environment. The environment which we are in today is fast changing and deteriorating in its ability to support life forms. Effective protection of the environment is critical to sustainable development. Environmental protection requires activity at many levels. A small step in this direction is the objective of the Eco club set up by our Institution with its name as “PEEPAL” (People for Environmental and Ecological Protection). Its vision is to create awareness and sensitivity among individuals to the total environment.

ISR: The forum extends itself to cater to the various needs of society covering a wider spectrum of areas of concern

Entrepreneurial Cell: Cell aims at sensitizing students on starting their own venture and creating an innovative ecosystem in the campus

Summary of the details of activities conducted by the above listed forums in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development are listed below:

Nature of the Program	Number of Prog
Swachh Bharath Porgram	08
Awareness program	20
Digital India Program	03
Health and Safety Awareness Program	16
National Health Mission, Aids awareness and Suicide Prevention program	30
Value Education Program	96
Voter Awareness Program	05
Voluntary Blood Donation	08
Yoga Day celebration	05
ISR activities	32
Human rights and gender sensitization	18
Green India Mission Program	35
Entrepreneurial Development Program	66
NSS Special Camp	05

File Description	Document
Link for Additional Information	View Document

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

Response: 21

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	7	2	2

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: 307

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

2018-19	2017-18	2016-17	2015-16	2014-15
92	72	54	47	42

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

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

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
437	393	368	380	356

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

3.5 Collaboration

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

Response: 72

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

2018-19	2017-18	2016-17	2015-16	2014-15
23	17	14	11	7

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

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

Response: 61

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

2018-19	2017-18	2016-17	2015-16	2014-15
13	13	12	12	11

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

NAAC

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 has adequate physical and academic infrastructure to conduct all academic activities. The institution is a part of 90 year old parent body which houses 5 institutions in total and we share the campus with them.

The institution is housed in three blocks in the 3rd and 4th floor. The main office, the principal's chamber along with the Commerce and Management department, classrooms, and auditorium is in the Platinum Jubilee building. The Seminar hall with some more classrooms with the staff room for the language teachers are housed in the new block called Tara Jayram block. The computer lab and the library are housed in Subbu Appanna block.

The campus is wifi enabled with a good broadband connectivity.

Classrooms:

The institution has 11 fully functional classrooms. The mode of teaching is a combination of chalk and talk and technology. The classrooms are spacious, well lit, ventilated, equipped with LCD projectors and internet connectivity.

Libraries:

The UG and PG libraries are equipped with a rich and varied collection of books, also with rare and academic journals, both national and international.

- Computers and internet facility is also available for the students and teachers inside the libraries.
- Remote access of e resources of the library for the faculty and students as WEBOPAC is installed in the libraries.
- The libraries' server is an added advantage for the faculty and students in terms of storage of learning material and accessibility. In addition to the regular curriculum, students are encouraged to pursue research projects and presentations and the libraries have proven to be a hub of academic activity. Photocopying facilities for students and teachers is also available within the campus at library and office.

Information and Technology

- The well ventilated computer laboratory can accommodate upto 60 students comfortably. There are 58 computers, a projector and a printer, for teaching and learning.
- All computers are installed with required software and the same is updated on a regular basis.
- The computer lab is also used for conducting classes and certificate courses of technical subjects integrated with technology like TALLY and Business Analytics.

Business Lab: The Business lab acts as an incubation center for research entrepreneurial thinking. The lab is taken care by the coordinators of the Management forum. The business lab displays models, posters, projects and documents relating to functional areas which have been prepared and presented by students

Student Support Facilities

The institution shares the auditorium called the Rukkamma Ragavachar and the Silver Jubilee (SJ) hall with the other sister institutions. The Auditorium and has a capacity to seat 600 and more students and is a space to host any curricular activities.

The Silver Jubilee Hall has a seating capacity of 200 students and the Seminar hall seats 100 students for any smaller events.

The auditorium, SJ hall and the Seminar hall are used to organize and conduct any faculty/ student development programs, guest lectures /workshops, state and level conferences.

Utilities like safe drinking water, washroom /restrooms are well maintained.

File Description	Document
Any 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 utilizes its resources to provide an environment to its students where they are encouraged to indulge in sports and extra-curricular activities. Specific spaces have been earmarked for extracurricular activities and made available to students.

Sports

The institution has a MOU with Chamundi Grounds which is just 100 meters away from the college premises. All inter class outdoor games are conducted here.

Coaching is provided for interested students in Chamundi ground. Every day, students practice for a stipulated time before coming to attend classes. Annual athletic meet is organized at Central College grounds (Bangalore Central University) which is a hired facility.

The students utilize these hours constructively to develop their physical skills as well as explore their interests to find their passion.

Regular training is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials various levels. They are trained and encouraged to participate in various level of competition including intra college events, inter-university events and national events

Intra-college events are also organized by the college to encourage students to participate. Track suits and all sporting gear are provided to the students for major events. All the participants are awarded with participation certificates. Winner and runners-up teams are duly rewarded with shields and certificates. A well qualified Physical Director trains the students in both indoor and outdoor games.

The Gymnasium is equipped with a treadmill, exercise cycle, cross trainer, variable weight dumbbells and other accessories for fitness exercises. The gym is accessible to staff members and students throughout the year. The sports room houses all materials for athletics, indoor games like chess, carom, badminton and Table Tennis.

Yoga Class

Yoga classes are integrated in the time table and classes are scheduled accordingly and are conducted by a yoga trainer. The yoga classes are conducted in the auditorium. An intercollege competition for Yoga is a regular event during our intercollege fest.

NCC

Our institution does not have a separate unit for NCC. We have an understanding with the NCC unit of Government First Grade College which is about 300 meters away from our College. Students who are interested can join in the open quota which is managed by the NCC officer there.

Cultural Activities

The college constantly encourages them to take part in extra-curricular activities to spark their interests and cultivate leadership qualities as well as team spirit.

There is a positive environment for Art and Culture in the college. Inter class on stage (dancing/singing/fashion show/mime) and off stage (tattoo design/mehendi/ sketching/cooking) programs are conducted regularly, inter collegiate competitions are hosted annually and college annual days are celebrated. Awards are also given to talented and meritorious students during annual day. The Auditorium with a capacity of more than 600 is the space reserved for such activities.

Participation in Youth festivals

Students are encouraged to participate in intercollegiate cultural and sports fests organized by other institutions. Many of our students have been successful in winning glory at such events which boosts their confidence.

File Description	Document
Any additional information	View Document

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

LMS, etc

Response: 100

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
any additional information	View Document

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

Response: 10.21

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

2018-19	2017-18	2016-17	2015-16	2014-15
6.57	0	10.60	0	8.49

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Any additional information	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 dedicated UG and PG libraries which are fully automated using Integrated Library Management System (ILMS).

The details of the ICT and the other tools deployed to provide maximum access to the library collection are as follows:

ILMS Software for automation	LIBSOFT, FROM the year 2009-10
------------------------------	--------------------------------

Version of ILMS software	9.8.0	
OPAC	WEB OPAC is available for user through college website (internet)	
Electronic Resource management package for e-journals	resource available –through Web OPAC <ul style="list-style-type: none"> • NLIST (INFLIBNET) • PUBLISHING INDIA COM • Other open Access e-resources available 	
In-house /remote access to e-publications	Yes, available through college website	
Library automation	Services fully automated(Bar code)	
Total number of computers for public access	15	
Total number of printers for public access	<ul style="list-style-type: none"> • 2 PRINTER • 2 Scanner • 1 photo copy machine 	
Internet bandwidth/speed	100 mbps	
Institutional Repository	Yes , available through Web OPAC (selected projects Available)	
Participation in Resources sharing network/consortia like INLIBNET	NO	

To enhance the quality of learning and to reinforce research drive amongst the students, the college holds a collection of 12790 volumes of books and 45 national and international journals which also include Harvard Business Review and The Economist. The college also subscribes to various online journals. There are a set of dedicated staff to help find the books. The books are indexed, categorized and arranged according to programs and subjects. All books are bar coded. The issues and returns are also digitized.

LIBSOFT

For all library transaction LIBSOFT Software is used. The Library adopts Open Access Method for accessing the physical books. The web based Library software with OPAC (Online Public Access Catalogue) provides information about the books. Various reports can be generated with the help of LIBSOFT, which is useful for managing the centre.

OPAC (Online Public Access Catalogue)

Online Public Access Catalogue is an electronic version of card catalogue since it provides a variety of help to the users. The user can search by

- Author wise

- Title wise
- Subject wise
- Publisher
- Accession Number wise
- Keyword
- Classification Number
- ISBN/ISSN No.
- Editor, Translated Books and Document Type Catalogue

Online Public Access Catalogue facility is made available to all through remote access.

Features:

- The libraries are for use for both staff and students from 9 to 5 in the evening. The libraries have special designated areas for reference as well as for reading.
- A full range of services like scan and photocopy of materials, access to e-journals and browsing internet are provided.
- Book Exhibitions are conducted every year for purchase of library books.
- Stock verification is usually carried out at the end of the year and after verification, further process is initiated to replace the missing books.
- Library Orientation programs are conducted for the first year students to know about the holdings and usage of the library resources. Students are motivated to develop their reading skills.
- Regular library users are appreciated with prizes.
- The library also follows a book bank scheme.

File Description	Document
Any additional information	View Document

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

Response:

The SSGRM Library has a collection of rare books and other reference reading materials. **In 2015, a separate rare books section was established.** The Special collection in the library for Research interests and subject specializations are available for students and faculty members. Like other holdings in the library, the collection rare books also support and enhance the learning process.

Sl. No.	Name of the Book/Manuscript	Name of the Author	Name of the Publisher

1	Abhinava Gupta	Deshpande,G.T	Sahitya Akademi
2	AIN I AKBARI Vol.1	Abul Fazl' Allami	Asiatic Society of B
3	AIN I AKBARI Vol.3	Abul Fazl' Allami	Asiatic Society of B
4	BHASA	A.S.P.Ayyar	The Madras Law Jo
5	By Ways Bombay	Edwardes C V O	D.B.Taraporevala s
6	Dara Shikuh : Life and Works	Bikrama Jit Hasrat	Visvabharati
7	Dara Shukoh Vol.1	Alika Ranjan Qanungo	M.C Sarkar & Sons
8	Early Career of Kanjohi Angria and Other Papers	Surendra Nath Sen	University of Calcu
9	Exploration in Tibet	Swami Pranavananda	University of Calcu
10	Extracts and Documents Relating to Maratha History Vol.1	Surendranath Sen	University of Calcu
11	Foreign Biographies of Shivaji Vol-II	Surendranath Sen	Girindranath
12	Gospel of Sri Ramakrishna		Vedanta Society
13	Grammer of the Kannada Language in English	Kittel, F	Basel Mission B Depository
14	Kannada English Dictionary	Kittel, F	Basel Mission B Depository
15	Majma Ul Bahrain	Mahfuz-Ul-Haq	Asiatic Society of B
16	Manasollasa of King Somesvara	Shrigondekar,G.K	Baroda Oriental Ins
17	Manasollasa	Shrigondekar,G.K	Central Library Bar
18	Musings of Basava	Basawanal,S S & Srinivasa Iyengar	Basel Mission Press
19	Nandikesvaras Abhinayadarpanam	Ghosh, Manomohan	Firma K. L. Muk Calcutta
20	Picturesque India	Caine, W.S	George Routledge a
23	Purandara and the Haridasa Movement	Krishna Rao,M.V	Karnatak University
24	Qanoon- E -Islam	Jaffur Shurreef	Parbury Allen and C
25	Sangitaratnakara of Sarangadeva Vol-4	Subramanya Sastri, Pandit, S	The Adyar Library
26	Sangitaratnakara of Sarangadeva Vol-1	Subramanya Sastri, Pandit, S	The Adyar Library

27	Shivraj Bhushan	Tiwari Jahgao	Namdev Madav
28	Speaking of Siva	Ramanujan, A K	Penguin Books
29	The Study of Indian Temple Architecture	Chandra, Pramod	American Institute Studies
30	The Aesthetic Experience According to Abhinavagupta		Chowkhamba San Office
31	Ain-I-Akbari	Abul Fazl Allami	Asiatic Society of B
32	Indian Historical Researches: The Kesava Temple at Belur Vol.3	Narasimhachar R	Cosmo Publication
33	Indian Historical Researches: The Kesava Temple at Belur Vol.2	Narasimhachar R	Cosmo Publication
34	Last Days I England of Rajah Rammohun Roy	Mary Carpenter	Rammohun Libran reading room
35	The Life and Exploits of Shivaji	Jaganath Lakshuman Mankar	Marathi Manuscript
36	The London Gazette		
37	The Military System of Marathas	Surendra Nath Sen	Oriental Longmans
38	The Mirror of Gesture	Coomaraswamy, Ananda Duggirala, Gopala Kristanayya	&Cambridge Harvard

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 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: 2.39

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

2018-19	2017-18	2016-17	2015-16	2014-15
2.15	1.67	2.65	2.1	3.39

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

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

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 13.66

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

Response: 62

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Consecutive upgradation arrangements are incorporated into yearly spending plan. The college emphasizes on e-learning and up gradation of transfer speed, availability and additionally different enhancements.

The college has adequate IT facilities for strengthening the teaching and learning process. Students are encouraged to help themselves to the resources and make optimal use of them. Therefore our campus is upgraded with all the necessary IT facilities.

Recent Enhancement of the IT Infrastructure

The institution has comprehensive IT facilities (including Wi-Fi) and adequate number of computers, scanners, printers and high speed internet connectivity across class rooms, conference hall, seminar halls, office work spaces, library, and computer lab.

The internet bandwidth in the campus has been increased as per the technological advancements. Recently we have increased the bandwidth from 50 to 100 MBPS in the library and from 20 to 50 MBPS in the old block and 40 to 50 MBPS in the computer lab.

Institution has employed a website coordinator who ensures regular updates of college website. All the important notices (for events and activities) are uploaded in website with approval from the respective authority.

The entire campus is monitored by CCTV facility. The CCTV installed at strategic places help monitor the campus activities. The college campus is WI-FI enabled. Faculty members can access Wi-Fi anywhere. Wi-Fi is available with limited access to students.

All the 11 classrooms are equipped with LCD projectors to provide effective teaching for the students. Faculty members use power point presentations, videos etc in the class rooms to enhance learning. One classroom and the Seminar hall are equipped with a smart board.

The computer lab is equipped with 59 computers with required software and antivirus. The computer lab is powered by UPS to ensure uninterrupted usage of computers. The computers are accessible to the students as well as the teachers for academic and co-curricular purposes.

Printers, scanners and Xerox facility are provided in the office, staffroom, library and computer lab

The borrowing of books in the library is digitized. The library also gives access via OPAC to the teachers and students.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 6.15

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	View Document

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

Response: No

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

4.4 Maintenance of Campus Infrastructure

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

Response: 51.15

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

2018-19	2017-18	2016-17	2015-16	2014-15
24.90	12.39	45.14	13.89	23.46

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

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

Response:

A budget is made which takes care of expenses and any contingency. Everybody is free to use all the facilities available within the campus. In case of any damage to any facilities necessary follow up is done and steps are taken to fix whatever is damaged. The upkeep of the classrooms is taken care of by the housekeeping staff.

The computer lab works from 9:30 to 4 in the afternoon. The lab facilities are open to all the students and teachers for academic purpose. Classes are conducted in the lab according to the timetable.

Classes are also scheduled and conducted for certificate courses like Tally, Advanced Excel, Equity and Business Analytics. These classes are scheduled without disrupting the regular classes.

The college has an AMC with service providers Messer Microcomp Solutions for the upkeep and up gradation of electronic facilities in the college. The vendor has appointed a dedicated systems admin to oversee the maintenance onsite and he is available in the college during the working hours. The components include:

- Computers in the computer lab, UG and PG Libraries
- Laptops, UPS
- TV, LCDs
- CCTV Cameras, Smart boards

There are 2 libraries: the UG and PG libraries and the upkeep are taken care of by the concerned office assistants. The libraries work from 9:30 till 5 in the evening. The library maintains a gateway register. The libraries follow a system of **open access** of issuing books. Students are issued with library cards. New books are issued to the students only after the previously borrowed books are returned in good condition.

Likewise the teachers are allowed to take any number of books. The library is equipped with Libsoft and WebOpac software and they are under an AMC with a vendor **Environ**.

- There is a separate reference section for both students and the staff.
- There is a Reading area with magazines, periodicals and newspaper.
- There is uninterrupted internet connection and LAN facility.

The College website is updated regularly by a office staff member that has been given access to the backend and the website is being maintained by Monnet Digital India Pvt. Ltd. under an AMC.

The Business lab acts as an incubation center for research entrepreneurial thinking and displays models, posters, projects and documents relating to functional areas.

Certain facilities are taken care of by the parent body by their approved vendors. These include:

- Furniture, electric fittings/wiring
- Water Filters and coolers
- AC in the Seminar Hall

All aspects of sports procurement and maintenance is handled by the sports committee Matters like preparation and allocation of budget, organization of events and classes, practice and procurement of sports gear takes place. Students can utilize and take sports material with prior notice to the Physical Director.

An audit is conducted and a report on the requirement of new equipment, replacement of the old and modernization of machines/software is prepared and procured. The college has an elevator for use and the AMC for the lift is taken care by EPBAX.

File Description	Document
Any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 22.93

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

2018-19	2017-18	2016-17	2015-16	2014-15
146	130	73	50	54

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](#)

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

Response: 14.52

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

2018-19	2017-18	2016-17	2015-16	2014-15
75	55	53	58	42

File Description

Document

Any additional information

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: 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: 88.06

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

2018-19	2017-18	2016-17	2015-16	2014-15
437	393	323	380	187

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

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

Response: 74.63**5.1.5.1** Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
437	393	263	380	6

File Description**Document**

Details of the students benefitted by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6** The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1** Average percentage of placement of outgoing students during the last five years**Response:** 61.31**5.2.1.1** Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
67	75	72	74	55

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

Response: 15.52

5.2.2.1 Number of outgoing students progressing to higher education

Response: 18

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

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

Response: 2.91

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	6	8	1	1

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

2018-19	2017-18	2016-17	2015-16	2014-15
116	121	119	116	88

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 national / international level (award for a team event should be counted as one) during the last five years.

Response: 98

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

2018-19	2017-18	2016-17	2015-16	2014-15
25	19	34	10	10

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:

Formation:

Students are the important stake holders of the Institution. It has been a norm to have student representation in the functioning of the Institution. Institution has an active student council. The members to the council are elected by having elections at the beginning of every academic year immediately after the reopening of the college. Elections are conducted with properly laid down rules and regulations. All the students get to exercise their votes to elect their representatives. The council elections have gone digital from last 3 years prior to which it was done manually. It's a body which comprises of **only students** from all the classes. The council has a very important role in all the activities and functions conducted in the institution and they play a major role in decision making

The council activities commence with the inauguration of the Student Council and Investiture ceremony where the office bearers of student council and other allied forums take oath as office bearers.

The college Student council provides an excellent platform for a democratic participative management infusing a sense of leadership and commitment.

Composition of the Council:The President, General and Joint Secretaries form the core council. The individual Class and Sports representatives represent their classes and bring their concerns to the notice of the office bearers.

List of Forums, Cell and Committees with Student Representation

Forums, Cell and Committees	Academic Bodies	Administrative Bodies
Cultural forum " <i>Samskruthi</i> "	Triple I Cell (Industry Institution Interface)	IQAC
Management forum " <i>Trishna</i> "	SDC (Skill Development Cell)	Student Council
Sports forum " <i>Kreedaloka</i> "		Anti Ragging Cell
		Cell against sexual h
		Equal opportunity ce
Entrepreneurial Development Cell " <i>Envisage</i> "		Library committee
Women Development Cell " <i>Manasi</i> "		Magazine Committe
College Magazine " <i>Akanksha</i> "		Test and Examinatio
English Club " <i>Zodiac</i> "		
Language Club " <i>Bhashika</i> "		
" <i>Katte</i> " open discussion forum		
Wall magazine		
Extension Activity Units:		
<ul style="list-style-type: none"> • NSS • YRC • Eco Club "<i>PEEPAL</i>" • ISR (Institutional Social Responsibility) 		

Functions:

- The Council members monitors various academic and socio-cultural events in the college
- Maintain overall discipline on the campus
- Coordinate all extracurricular activities and annual festival of the college
- Plays a significant role as volunteers in conferences, workshops, sports events and other functions
- Student council members are given representation in some working committees of the college
- The council provide valuable feedback regarding curriculum, teaching learning and evaluation process.
- The Students Council plays an important part in encouraging and motivating students to participate in existing student oriented programs of the college such as NSS, Eco club, activities relating to the language clubs

- College allocates budget for conducting various events that the Students' Council has to carry out. The Council is free to arrange for sponsorship from different organizations to fund its activities after a formal approval by the Student Welfare Officer and the Principal.

File Description	Document
Any additional information	View Document

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

Response: 20

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

2018-19	2017-18	2016-17	2015-16	2014-15
23	21	20	20	16

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

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

Response:

The institution takes extreme pride in all of its alumni because of their achievements in various areas. We have active alumni association since 2011 and it is recently registered. The alumni meet is organized twice a year by alumni association. One of our teaching faculty members who is also an alumni of the college is IQAC representative. The Alumni meets with the current batches and expose them to experiences and knowledge necessary in the work environment. They encourage them to network. The alumni also share their accomplishments. They are invited as speakers and guests for student related activities, guests for inter class and inter college management and cultural fests. Alumni also have supported college in placement and Internship.

Alumni Contributions through Financial Mean

Year	Name of the Alumni/ Alumni Association	Amount Contributed
2015-16	Ashwini.V, Lecturer in AHL for Scholarship	Rs. 4,000
2016-17	Mr. Vivek, Financial Analyst at Northern Trust for Sponsored for Inter College Fest	Rs. 1,000
	Mr. Paramesh, Society General, Sponsored for Inter College Fest	Rs.1500
2018-19	Alumni Association – To appreciate students good in co-curricular and extra- curricular activities	Rs. 6,000

Alumni Contributions through Financial Mean

Year	Name and Occupation	Contribution	Forum	No of A
2014-15	-	During Alumni Meet shared their corporate experience with students	Placement Cell	23
	Ms. Nandhini, HR Executive, BEGL	Placed 4 students	Placement Cell	1
2015-16	Ms.Vinay Krishna, Entrepreneur	Resource Person	Entrepreneurship Development Cell	1
	Ms. Jyothilakshmi, Tax Associate PWCSDC	Resource Person – Guest Lecture	Business Talk	1
	Ms. Jyothilakshmi, Tax Associate PWCSDC	Judge	Management Forum	1
2016-17	Mr. Kiran Barker, MD, K4 Networks	Resource Person	Entrepreneurship Development Cell	1

	MS. Chaitra Singh, Tax Associate, Price Water Housecoopers Taxation		Business Talk	1
	Ms. Yeshwaswini.N, Ex. TCS and Ms. Kiran, MD, K4 Networks	Program Host	Cultural Forum	1
	Ms. Pavithra.B.S, lecturer in SJR College, Rajajinagar	Judge		1
	Mr. Vivek, Financial Analyst, Northern Trust	Arranged Resource Person	Placement Cell	1
	Mr. Vinod, Asst. Manager, Mphasis	Placement Assistance		1
	Mr. Vivek, Financial Analyst, Northern Trust	Resource Person		1
	Ms. Shaniya, Physical Education Teacher, Mount Senoria School	Placement Assistance		1
	Ms.Sowmya, Practicing CS	Judge	Cultural Forum	1
2017-18	Mr. Kiran Barker, MD, K4 Network	Internship Support for 4 students	Placement Cell	1
	Ms. Bhuvaneshwari, Deloitte and Ms. Ramsheena, GEMS B' School			2
	Ms. Chaitra Karthik, Alumni			1
	Ms. Sandhya G, Analyst Northern Trust and Ms. Chaitra.R, Executive HGS			2
	Ms. Ranjitha, Diploma, Fine Arts Student from Chitrakala Parishath and Ms. Srilatha, Analyst, Northern Trust			2
		Judge	Cultural Forum	
	Mr. Vinod, Asst. Manager, Mphasis	Resource Person	Placement Cell	1
Ms. Rashmi Nayak, M.com alumni, active socialist		Language Forum	1	
Ms. Srilatha, Analyst, Northern Trust	Resource Person (Trainer Pot Painting and Quilling)	Skill Development Cell	1	
2018-19	Ms.Sowmya.R, perusing CA Inter	Judge	Cultural Forum	1
	Ms.Sowmya.R, pursuing CA Inter			1
	Ms. Pavithra.B.S, lecturer in SJR College, Rajajinagar,			1
	Ms. Faiza Northern Trust as Senior			1

Financial Analyst Ms.Yeshaswini.N, Senior Analyst in Standard Chartered Bank			1
File Description	Document		
Any additional information	View Document		
Link for Additional Information	View Document		

5.4.2 Alumni contribution during the last five years(INR in Lakhs) ? 5 Lakhs 4 Lakhs - 5 Lakhs 3 Lakhs - 4 Lakhs 1 Lakh - 3 Lakhs Response: <1 Lakh	
File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years Response: 8				
5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years				
2018-19	2017-18	2016-17	2015-16	2014-15
2	1	2	2	1
File Description	Document			
Number of Alumni Association / Chapters meetings conducted during the last five 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 of the institution**
- *To be the Center of Excellence for capacity building of individuals through education.*
- **Mission of the institution**
 - *To develop human resource for nation building by imparting industry relevant knowledge, skills and competencies.*
 - *To create responsible citizens by sensitizing students towards social concern and human values.*
 - *To stand up for women empowerment.*
 - *To pursue research and disseminate research findings.*

Malleswaram Ladies' Association our parent organization was formed in 1927 with the objective of empowering women through education and training .

Following the footsteps of the parent body, our institution MLA Academy of Higher Learning is striving towards capacity and competency building through a holistic development model in tune with the national policy on higher education. This model consists of building in students:

- Knowledge quotient
- Skill quotient
- Emotional quotient
- Social quotient
- Physical and wellness quotient
- Value and spiritual quotient

The leadership (top management and Principal) in consultation with IQAC makes sure that the policies, procedures and action plans are aligned with the vision and mission of the institution. The leadership is involved in communicating and reviewing the action taken from time to time through meetings with various stake holders periodically.

The IQAC along with the faculty members' plans and reviews the whole semester.

The capacity building process is institutionalized by a collection of systems, policies and procedures which is evidenced through the

- Student academic performance outcomes
- Student progression to higher education
- Placement attained by the college

The initiatives of the institution in capacity building of the students in last five years are:

- Establishment of the Industry Institution Interface cell which brought in more campus to corporate connect through business talks, industry focus seminars, conferences, field visits, internships and projects.
- Establishment of koushalya vrudhi Kendra – A Skill development center which has conducted 34 courses.
- Focused employability skills training program which has helped the institution in achieving continuous 100% placement.
- Understanding the millennial learners and fine-tuning the teaching methodology to include creative pedagogy like mind mapping, peer learning, concept mapping, etc., and mentoring them for academic excellence has resulted in achieving progressive academic results, 3 university ranks and 2 gold medals.

Initiatives of the institution in the direction of accomplishing the mission in the last five years are:

- Increase in the number of outreach and extension activities has resulted in achieving three awards at the university and state level.
- 90% of our students are girls. The institution makes lot of effort on mentoring and counseling the girl children to build their self esteem and self- image, so that they grow into confident and well groomed individuals. This aspect is reflected from the recruiter's feedback.
- Thrust on research has resulted in increase in training faculty and students in research which has increased in the research publications.

The institution functions on collective leadership. There is leadership at every level which focuses on the initiatives, direction and performance.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The institution believes in collective leadership and participative management. The decisions affecting the overall growth of the institution are taken at the management level in consultation with the principal, governing council and IQAC.

- Decision making process is decentralized to the various levels.
- Principal with the IQAC members in IQAC meetings take decisions relating to the internal functioning of the college..
- The program co-ordinators of BBA, B.com and M.com take care of the day to day functioning of the academic work of the respective programs. They also procure books for library and prepare course information manual with the help of the subject teachers.
- The functioning of the college is carried out through various committees and forums. These committees/forums/cells are empowered to take decisions, plan and execute the programs and have manuals specifying objectives, functions and process. Sufficient resources are allocated for these to work effectively.
- Two of our faculty members are a part of Governing Council and Principal is the Ex-officio of the same.
- Smt.Lakshmi.V, Hon.Jt.Secretary, MLA is the member of IQAC.
- Faculty members and non-teaching staff with IQAC are involved while preparing the semester plans and calendar of events of the college.
- The teaching and non-teaching staffs are part of various committees and sub-committees while organizing events and fests.

Case study about decentralization and participative management

- In the year 2017-18 technical committee set out to design a dynamic website as per the decision taken in Governing Council meeting.
- Technical committee identified a vendor called “Monnet Digital India (P) Ltd” and the details of further meetings and discussions and members participated is given below.

Date	Purpose of the meeting	Members Present
16.8.2017	To brief the members about the "Dynamic Websites" developed by Monnet Digital India (P) Ltd	<ul style="list-style-type: none"> • Management representative • Monnet representative • College Technical comm • IQAC Representative
23.9.2017	Quotation from Monnet Digital India (P) Ltd	
3.10.2017	Request for approval of Quotation from Management	
4.10.2017	Approval letter received from Management	

17.10.17	Advance Payment done to Monnet Digital India (P) Ltd		
19.10.17	To discuss about the content of the website	College Technical committee and coordinator	
16.11.2017	Discussion on new website design	College Technical committee and the teachers	
20.11.2017	Work allotment for preparing the content among the Teaching and Non teaching staff members	All staff members of AHL and Coordinator	
15.12.2017	<ul style="list-style-type: none"> • Updates about the webpages created • Reworking of content • Format of creating Teacher's profile for the website 	Teaching staff members of IQAC Scholarship	
08.01.2018	<ul style="list-style-type: none"> • Corrections and modifications in the website 	Vendor representative along with college technical committee	
12.2.2018	<ul style="list-style-type: none"> • To review the work done and corrections to be made 	<ul style="list-style-type: none"> • Technical committee • Vendor representative of 	
23.02.2018	<ul style="list-style-type: none"> • Progression of Website design 	<ul style="list-style-type: none"> • Technical committee • Vendor representative of 	
24.2.2018	<ul style="list-style-type: none"> • Work allotment for preparing the content for website 	Technical committee	
File Description		Document	
Any additional information		View Document	

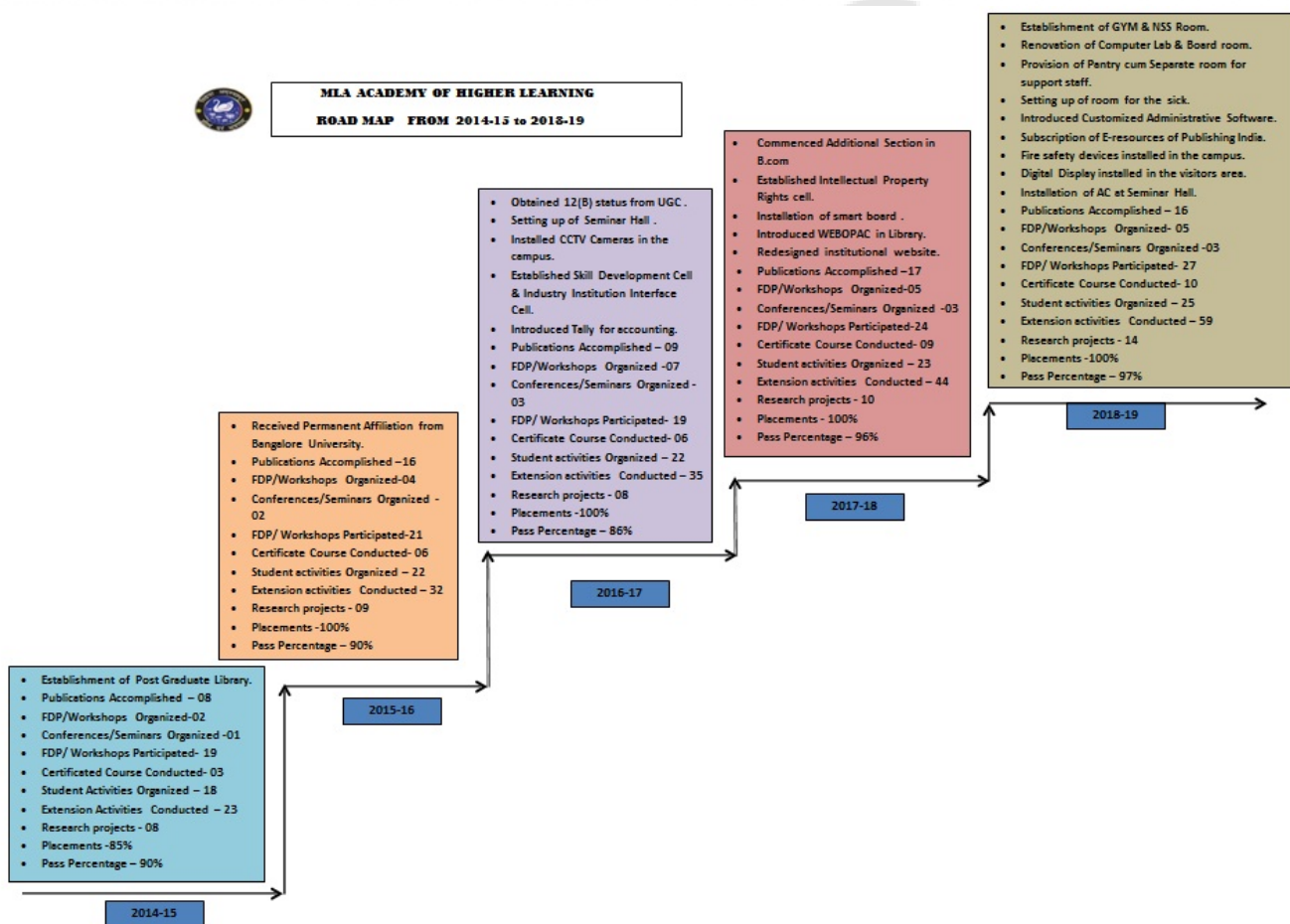
6.2 Strategy Development and Deployment

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

Response:

The institution after the NAAC accreditation prepared a plan/blue print for augmenting infrastructure and Information Technology facilities, student activities, value added certificate courses for building competency and capability of students, Faculty development and staff development programmes. As per the feedback of the NAAC peer committee, the institution decided to focus more on research. Therefore more research workshops were planned and faculty members were encouraged to participate in seminars and conferences and publish research articles. The impact of all the research trainings and support by the management resulted in increase in the number of research publications and research projects.

It prepared a road map for major transformations.



Case of Infrastructure and IT Augmentation according to perspective plan prepared is presented below:

PG library was established in the year 2014-15. A separate seminar hall for AHL with seating capacity of 100 was setup in the year 2016-17. Gym , NSS and Board room was constructed in the year 2018-19. Fire Security system was installed in the year 2018-19.

In terms of IT facility, the computer lab was renovated and high speed internet facility was installed. Wi-fi facility was made available in the AHL campus. Library was fully automated with WEBOPAC facility, so that the students and faculty members can avail remote access to E-resources.

Smart Boards were installed in seminar hall and one classroom. CCTV surveillance covering the campus, classrooms, library and computer lab was installed.

The college earlier had a static website. In the year 2016-17 we decided to go for dynamic website. We developed a new dynamic website in the year 2017-18.

The college obtained permanent affiliation from Bangalore University in the year 2015-16. The college received 12(b) status from UGC in the year 2016-17.

As indicated earlier road map to increase the students strength to 500, the college enhanced intake of B.com from 60 students to 180 seats in the year 2017-18.

File Description	Document
Any 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 top most authority of the institution is the Management Committee of Malleswaram Ladies Association (Parent Body). The next authority in line is the Principal who reports to Management Committee. All decisions related to the institution are taken in consultation with the Management Committee & Governing Council.

Composition of Governing Council Members as follows:

Office Bearers of The Management Committee of MLA		
1	Smt. K Rukmini	Chairperson
2	Smt. Mangala Ramachandra	Member
3	Smt. Shailaja Srinivasa	Member
4	Smt. Uma Srinivasa	Member
5	Smt. Lakshmi V	Member
Education Experts		
6	Prof. Narahari	Member
7	Dr. K Ashwathappa	Member
8	Dr. K Gururaj Karjagi	Member
9	Dr. Katre Shakuntala	Member
10	Dr. B.L.Bhagyalakshmi	Member
Bengaluru Central University Nominee		
11	Dr. Arvind H T	Syndicate Member
Members from Academy of Higher Learning		
12	Dr. P.V. Padmaja	Member Secretary

13	Mr. Saiprasad D	Faculty Member
14	Smt. Suma T S	Faculty Member

Under the Principal, for the smooth and efficient functioning of the institute the college has different departments such as:

1. Academic Department
2. Administration Department
3. Library Department
4. Information Technology and Services
5. House-Keeping Department

Along with these departments the college also has various committees, Cells, Units, Forums & IQAC.

Committee	Forums	Units	Cells
Admission Committee	UG Commerce & Management Forum	NSS Unit	IQAC
Attendance Committee	PG Commerce Forum	YRC Unit	Placement Cell
Budget Committee	Cultural Forum	ISR unit	Research Cell
Examination Committee	Literary Forum		E-Cell
Discipline Committee	Sports Forum		Grievance Cell
Library Committee	Katte Forum		Industry Institution Interface Cell
Time Table Committee	Eco Club		Skill Development Cell
Mentoring Committee			Women Development Cell
Value Education Committee			Anti-Ragging Cell
College Magazine & News Letter Committee			Cell Against Sexual Harassment
Technical committee			
Scholarship committee			
Wall magazine			

AHL Service Rules, Procedures, Recruitment, Promotional policies as well as Grievances Redressal mechanism http://www.mlaah.edu.in/CriteriaFile_src/Code%20of%20conduct%20by%20mla.pdf

File Description	Document
Any 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
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

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

At the beginning of every academic year the institution forms various committees, forums and cells and appoints teacher coordinator for each.

These forums, committees and cells functions under the guidance of the Principal. Every Cell, forums and committees has a manual which has objectives, functions etc.,

The coordinators make the presentation at the beginning of the semester about the activities/ specific responsibilities to be executed during the semester.

Periodic meetings are convened by the respective coordinators, principal precedes over these meetings.

The discussions are held as per Agenda and decisions/resolutions are passed and implemented. Action taken reports are prepared and presented in subsequent meetings.

MLA Academy of Higher learning has Skill Development Cell which is established in the year 2017-18. All training programs, life skill programs are brought under this forum.

Skill development cell has a teacher coordinator, IQAC member and placement officer. In 2018-19 the college Skill development cell met for the first time for the academic year to plan the certificate programs for the current academic year.

A case study on functioning of skill development cell, meetings held and decision taken and ATR for the year 2018-19 is presented below.

2018-19

Date	No of members Present	Agenda and discussion	Action Taken
16/07/2018	03	<ol style="list-style-type: none"> Possibility of starting the certification course in college. Identification of new certificate course for B.Com, BBA, M.Com 	College has identified certificate course for th
19/07/2018	03	<ol style="list-style-type: none"> Information on certificate course was identified by Mr Rajkumar and Mr Saiprasad. College has decided to introduce banking, Tally and GST certificate course. 	Orientation on Business on 17th July,
23/07/2018	03	<ol style="list-style-type: none"> Orientation to conduct GST, Accounting Technician. GST and accounting technician certificate program will be for 30 hours 	<p>College conducted or on Business Analytics f</p> <p>College has also co programme on GST, A</p> <p>The college has decid Accounting Techn programme</p>
16/11/2018		<ol style="list-style-type: none"> Ms.Sowmya has to give details of the pre-placement training during the month of January 2019 Basic Computer Training certificate course for UG students to be conducted from January 2019. Basic Excel for II year UG students after BU Exam i.e from January 2019. Advanced Excel Certificate Course for Final year B.com and BBA need to start. Life Skills training need to conduct for I year B.com and BBA students. 	The College has cond banking course for UG
31/01/2019	04	<ol style="list-style-type: none"> Principal mam discussed on Tally and GST course for M.Com 1st year, Advance excel for final year B.Com / BBA Fundamentals of Forex Market will commence from 18th February M.Com-1st year A-Z stock market First year and second year M.Com students certificate course on Research in Finance. Quantitative ability for final year M.Com. 	College conducted Fu Market and Acco certificate course.

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

6.3 Faculty Empowerment Strategies

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

Response:

The college has institutionalized several welfare and development schemes for teaching and Non –teaching Staff.

1. Provident Fund facility for all the eligible staff.
2. House Rent Allowance (HRA) has been provided to teaching and Non-Teaching staff.
3. Maternity benefits for 182 days for female staff.
4. Earned leave (12 days) and Casual Leave (12 days) for every year is credited for all the staff.
5. Encashment of Earned Leave for 30 days on retirement/ resignation on the basis of last basic pay drawn on the date of retirement /resignation.
6. ESI Schemes for the employees who's Gross monthly salary is below Rs 21,000.
7. Safe and Secured campus and work environment
8. In case of medical emergency faculty members can avail the facilities at Shekhar Nursing home (which is about 200 meters from the college, from which we have MOU).
9. Multi-GYM facility for teaching and non-teaching staff.
10. Liberal leave policy and adjustable work responsibilities for the teachers enrolled for Ph.D and academic upgradation; and also for the teachers involved in sports, extension and cultural activities.
11. Liberal leave policy and adjustable work responsibilities teachers engaged for social welfare, sports and cultural activities (OOD facility).
12. Reimbursement of Registration fees upto Rs.3000 per semester for attending Conferences/FDPs/Seminars/Workshops.
13. College organizes faculty and staff development program in order to upgrade the professional competency and capacity.
14. Training & development programmes for non-teaching staff.
15. Publishing the faculty achievements in the newsletter and college magazines.
16. Staff members are permitted to attend orientation and refresher course organized by staff training colleges in Universities.
17. The college provides research facilities like E-Resources, ICT and Administrative support to pursue research.
18. Clean drinking water and adequate washroom facilities.
19. Canteen facility on the campus.
20. Well-furnished spacious workstations with adequate lighting and ventilation.

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

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

Response: 72.71

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
9	15	13	11	8

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

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

Response: 4.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	7	4	2

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

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

Response: 100

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

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

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

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

Response:

Teaching Staff:

1. Each teacher submits an individual plan specifying semester goals to be accomplished indicating the Academic and Research goals.
2. The teachers also plan for activities of forums/cells/committees for which the teacher is coordinator.
3. At the end of the semester the teacher again present reports stating the targets that has been accomplished. The first three reports become a part of self-appraisal which is forwarded to the management.
4. Student's feedback about the teachers on various parameters is obtained at the end of the every semester, analyzed and also shared with teachers during the appraisal meetings.
5. Teachers also submit work diary every week and Monthly Performance Report (MPR) every month which reflect the performance of the teachers.
6. Weekly staff meetings are conducted with the Principal to know the status of completion of syllabus, tests, students' performance etc.
7. Academic results achieved by the faculty member (Pass Percentage, no. of candidates achieving high scores and centums, ranks and medals secured) is considered during performance appraisal.
8. Teachers acquiring new qualifications is given due weightage during appraisals.
9. Review meetings are conducted at the end of the semester to deliberate about the gaps between the planned and completed activities. All the reports namely, student's feedback, self-appraisal, academic results achieved and a confidential report is sent to the management at the end of the year.

10. Confidential report is prepared by the Principal considering regularity, punctuality, discipline, support in administration and initiatives taken by the teacher relating to co-curricular, extra-curricular activities and research.

Non-Teaching Staff:

Non-Teaching staff performance is appraised based on the two parameters:

1. Student feedback which is taken at the end of the year.
2. Confidential report prepared by the principal reflects the regularities, punctuality, discipline, quality of work performed, managing relations with stakeholders.

Performance Appraisal Parameters for Teaching and Non-Teaching Staff:

Teaching Staff	Non-Teaching Staff
<ol style="list-style-type: none"> 1. Self-appraisal by the teacher 2. Students appraisal of the teachers 3. Academic Results achieved. 4. Additional qualifications acquired. 5. Confidential report prepared by the principal and submitted to the management 6. Initiatives in Research 	<ol style="list-style-type: none"> 1. Students feedback 2. Confidential Report prepared by the principal submitted to the management.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Malleswaram Ladies Association, the parent organization established in 1927 (Pre-independence period) is known in the locality for its values and contribution to education. It believes that every rupee contributed by the philanthropist and fees collected from the students should be utilised judiciously and it must also be accounted properly.

Our institution MLA Academy of Higher Learning following the footsteps of parent organisation has institutionalised ethical governance and transparency and it has implemented proper accounting and auditing using Tally ERP system.

An internal auditor is appointed by the parent organisation who carries out regular internal audit. There is

no objection pointed out during the last five years by the internal auditor.

An interim audit is done in the middle of the accounting year and the final audit is done at the end of the accounting year by the external auditors JAA and Associates.

Audit of NSS accounts are carried out separately.

Financial year	Name of the Auditor	Auditing Objections	Settling Mechanism
2014-15	JAA and Associates.	NIL	N/A
2015-16	JAA and Associates.	NIL	N/A
2016-17	JAA and Associates.	NIL	N/A
2017-18	JAA and Associates.	NIL	N/A
2018-19	JAA and Associates.	NIL	N/A

The audited annual accounts are placed and accepted in the Governing council meeting and are also reflected in the college website.

File Description	Document
Any additional information	View Document

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

Response: 23.53

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

2018-19	2017-18	2016-17	2015-16	2014-15
3.53	6.79	4.9	4.98	3.33

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

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

Response:

MLA Academy of Higher Learning is a private Un-aided institution offering self-financing courses. Therefore the fees collected from the students forms the major part of the funds required for the operational purpose.

College prepares an annual budget indicating estimated receipts and expenses, any deficit in the budget is supported by the parent organization.

Two aspects considered for budget is

- How funds are collected?
- How funds are optimally utilized?

How funds are collected?

1.Primary source:

- 1.Fees collected from students
- 2.Contribution and financial support by the parent organisation

1.Secondary sources (for fest, scholarship, conferences, FDP's, Seminars and Workshops)

- 1.Sponsorship amount
- 2.Philanthropic funds for scholarship
- 3.Registration fees collected by the participants, and
4. Deficit amount is funded by the Parent organization (Malleswaram Ladies Association)

How funds are utilized?

- 1.For meeting the operational expenses fees collected by the students are utilized.
- 2.For research activities Malleswaram Ladies Association, the parent organization funds are granted.
- 3.For all other expenses – sponsorship and registration fees collected will be utilized
- 4.Add on and certificate programs are all offered on self-financing basis.

College believes in agency theory which means the resources of the college has come from the society and therefore it has to be ethically and judiciously utilized. Therefore college prepares budget at the beginning of the academic year and adequate controls are exercised, So that the Expenditure is within the limits set in the budget.

Detailed planning of the activities is done in advance along with the financial estimates which are part of the consolidated budget.

Financial estimates are based on the previous year expenses. Parameters considered while preparing the budget are;

1.Planned activities 2.Student strength	
File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The IQAC in the college aims at developing an integrated framework that unifies the whole institution as a single unit in the process of Quality Assurance. The democratic and inclusive nature of working of IQAC is a prime step in that direction.

Two examples of practices institutionalized as a result of IQAC initiatives are given as under:

1. Setting up of Industry Institution Interface Cell (Triple I Cell)
2. Setting up of Skill Development Cell (SDC)

Industry Institution Interface Cell	Skill Development Cell
IQAC after organizing a national level seminar on “Industry Institution Interface: Challenges and Opportunities” in the year 2015-16 felt a need to set up Triple I cell in the year 2016 to further the interactions	IQAC felt the need to establish Skill Development Cell to formalize the design and development of courses which help in bridging the gap between the University Curriculum and Industry requirements which in turn help in providing employment opportunities.
Objectives	
<ul style="list-style-type: none"> • Establish linkages with Industry and Industrial Associations • Bring Industry experts for talks • Expose the future workforce to the actual field of work 	<ul style="list-style-type: none"> • Identify gaps • To develop courses in order to bridge the gap between University Curriculum and Industry requirements • Create opportunities for all students to acquire skills including research skill • To provide employable students to the industry
Activities of the Cell	
<ol style="list-style-type: none"> 1. Organize Business Talks by Industrial Experts 2. Facilitate Internship opportunities for Students 3. Industrial Projects by Students 4. Placement Services for Students 5. Arrange Industrial Visit 6. Organize Seminars 	<ol style="list-style-type: none"> 1. Designing Certificate Programs 2. Implementing training program 3. Monitor the program 4. Create tie ups with Institutions to provide training programs

Members of the Cell	
Chairman, Industry Representative, IQAC Coordinator, Placement Officer, Industrial Visit Organizer, B-Talk Organizer, Office Administrator and student representatives	Chairman, Industry Representative from HR Co-ordinator, Placement Officer, Faculty Administrator and student representatives

Statistics of the Activities of Industry Institution Interface Cell

Number of	No. of students benefitted	URL
B Talks -36	1900	http://www.mlaahl.edu/rc/B%20Talk%20fo
Industrial Visit -20	615	http://www.mlaahl.edu/rc/Industrial%20visit e.pdf
Companies (Internship) - 16	83	http://www.mlaahl.edu/rc/Internship%20fo
Companies (Placement) - 26	568	http://www.mlaahl.edu/rc/Placement%20fo
Industrial Projects - 323	323	http://www.mlaahl.edu/rc/Project%20titles%20pd
Career Guidance Sessions- 20	2310	http://www.mlaahl.edu/rc/Career%20guidanc ite.p
Seminar and Conferences-12	1630	http://www.mlaahl.edu/rc/Seminar,%20Conf website

Statistics of the Activities of Skill Development Cell

Number of	No. of students benefitted	URL link
Subject Related Certificate Programs - 18	1009	http://www.mlaahl.edu_src/Certificate%20website.pdf
Pre Placement Training Programs - 08	623	http://www.mlaahl.edu_src/Pre%20place%20for%20websit
Life Skills and Leadership Programs 02	625	http://www.mlaahl.edu_src/LST%20for

File Description	Document
Any 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:

Two Sample initiatives implemented as part of teaching learning reforms by IQAC are:

1) *Systematic approach towards assessment of Teaching Learning Process:*

Assessment of TLP involves a two step approach.

Process Involved

Step 1: Assessment of Teaching Process

1. Presentation of **Individual plan** by the faculty members at the beginning of every semester
2. Submission of Semester **Lesson plan** by faculty members
3. Recording of daily activity in the **Work diary**
4. Submission of **Monthly performance report** at the end of every month
5. **Teacher wise Feedback** is collected from students on teaching learning process at the end of each semester sheet of the same is shared with the teachers
6. **Semester Review meeting** to check actual execution as against their initial plan

Step 2: Assessment of Learning Process

1. College conducts **test and preparatory examination** for all the students and unit test on need basis by respective teacher
2. The attendance status and the marks scored in the test is communicated to parents personally in the **Parent Meeting** held once in a semester
3. Learning outcomes are measured through oral questions asked by the teacher during class hours, marks scored in preparatory and score in the previous qualifying exam
4. **Revision/Reinforcement/Remedial classes** are conducted for **slow learners**
5. **Extra assignments** are given to **advanced learners**
6. **Result analysis** are shared with faculty members on declaration of University results

2) *Programs conducted by the Institution to inculcate Innovation and Creativity in Teaching Learning:*

AHL has conducted following programs to inculcate innovation and creativity in teaching learning:

Sl.No.	Year	Title of the Program	Name of the resource person	Target Group
1	17th January 2015	Art of teaching	Mr.Sreejith Krishnan Spiritual Scientist and Corporate Trainer	AHL members
2	9th October 2015	Ethics in teaching	Dr.Gururaj Karajagi Chairman and Managing Director Academy for Creative Teaching	AHL members
3	8th and 9th	New teaching techniques	for Resource Persons from Academy	AHL and

Self Study Report of MLA ACADEMY OF HIGHER LEARNING

	November 2016	millennium learners	for Creative Teaching	college members
4	11th February 2017	Syllabus orientation workshop of VI semester BBA	Resource Persons from Bangalore University Teachers council of Commerce and Management	AHL at college members
5	17th February 2017	Enhancing Learning Capabilities	Resource Persons from Academy for Creative Teaching	AHL Stud
6	10th March 2017	Managing Academic Stress	Dr.Manjula from NIMHANS	AHL Stud
7	2017-18	Faculty Study Circle covered topics such as: 1) ICT Enabled Teaching Techniques 2) Creative and Collaborative Teaching Techniques 3) Sharing of experience on teaching learning differences between Eastern and Western countries	Mr.Saiprasad.D and Ms.Kamala.s (In house Faculty Members) Ms.Suma.T.S (In house Faculty Member) Mr.Vijay Rao (Neuro Scientist from Mc.Gill University, Canada)	AHL Staf
8	22nd September 2017	Creative Pedagogy	Mr.Hariharan, Film Director, Writer and Professor Ashoka University	AHL Staf
9	20th July 2017	GST-Practical Approach to Classroom teaching	Mr.Gowrish Kumar Kateel Qualified Chartered Accountant	AHL at college members
10	26th October 2017	Training the Mentors	Mr.Sudarshan.H.L , Asst. Professor Sampurna Mont fort College	AHL Staf
11	30th June 2018	Stating and Measuring the attainment of PO's, CO's and PSO's	Fr.Sabu George, Principal St.Claret College	AHL Staf
12	2018-19	Faculty Study Circle covered topics such as: 1) Teaching Methodologies- Collaborative Learning Techniques 2) Use of Critical thinking as a teaching tool	Ms.Sowmya.T.S (In house faculty member) Mr.Hariharan Professor Kriya University	AHL Staf

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: 19

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

2018-19	2017-18	2016-17	2015-16	2014-15
17	22	21	15	20

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

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

Response:

Post accreditation quality initiatives undertaken during the last five years under each criterion are explained below:

Curricular Aspects:

- Establishment of Skill Development Cell “*Kaushal Vrudhhi Kendra*” to offer certificate courses and “**Industry Institution Interface Cell**” to bring Industry closer to Institution
- Number of add on courses offered during 2014 to 2019: **28 courses**

Teaching Learning Evaluation Process:

Institution believes in adopting learner centric methods to make teaching more effective. Following is a list of teaching learning methodology adopted by the faculty members:

Initiative	Remarks
ICT Enabled Teaching Learning	Wi-Fi enabled campus, subscription to e journals, Development of Visual Power point, LCD projector, Smart Boards
Project Based Learning	Assignment is compulsory for all students No. of Student Paper presentation – 85 No. of Student Project work – 323 No. of Student class presentations – 100 No. of editions of Wall Magazine - 80
Learning through other means	No. of Seminars/Conferences – 12 No. of Talks and Guest Lecture – 36 No. of Certificate courses/Training programs - 28
Experiential Learning	No. of Industrial Visits – 20 No. of Field Visits – 05 Internship – 16 No. of Entrepreneurial Activities – 66 No. of Fest and Exhibitions organized – 10
Participatory Learning	No. of innovative teaching techniques used – 10 No. of <i>Katte</i> sessions - 24

Research and Extension:

Research Cell has carried out minor projects in the areas of Commerce and Management, Environmental Issues and Health and Hygiene topics.

Statistics of Research Initiatives by students and faculty members:

Number of	Projects carried out by students between 2014-2018 : 623	
	Research paper presented by Students: 50	
	Best paper award won by students: 06	
	Publication by faculty members during 2014-2018: 55	
	Faculty members involved in guiding students for projects: 15	
	Faculty members as research guides for Ph.D: 02	
	Research papers published in journals with ISSN number during the conferences Institution: 91	organ

Extension Activities:

Number of awards and appreciation received by:

Institution for its Social Concern: **07**

NSS unit: **10**

YRC unit: **02**

Eco Club unit: **02**

Infrastructure Augmentation:

Setting up of	Post Graduate Library
	Seminar hall
	Gym
	Room for NSS
	Pantry cum separate room for support staff
Installation of	LCD projectors in all the class rooms
	CCTV Cameras in all the class rooms
	Digital Board
	Fire Safety devices
	Two smart boards

Student Support and Progression:

Statistics of various student support services is listed below

Number of	Students benefitted by various types of scholarships: 736	
	Student Welfare Schemes: 07	
	Companies where our students are placed: 26	
	Ranks and Gold medal for the college: 3 Ranks and 2 Gold Medals	
	Student participation in inter college activities: 98	
	Initiatives with alumni involvement: 08	
<p>Apart from the above & as recommended by Peer team during their visit, we have also worked in the following areas:</p> <ul style="list-style-type: none"> • Re stating the Vision and Mission Statement • Complete automation of library • 100% placement of students • The college has formulated its vision plan and road map • Strengthening linkages with industry and NGOs • New programs catering to skill development through SDC 		
File Description	Document	
Any additional information	View Document	

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 30

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	11	5	7	2

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

The vision of the institution works towards being a Center of Excellence for capacity building of individuals through education as well as for their physical and emotional safety. The general atmosphere with a 10:90 ratio of boys to girls provides an enabling environment for gender equality.

- Students are oriented about ragging and its repercussions and they sign an undertaking against it.
- A strict code of conduct is expected to be followed by all
- Gender sensitization and behavioral issues are addressed during mentoring.
- The institution promotes equal opportunities for activities and placement drives.

Safety and Security:

The Institution follows safety norms in all aspects.

- The campus is under CCTV surveillance and has security personnel monitoring the campus 24X7 and no outsiders are allowed to enter without a valid id.

- The Institution has a MoU with Shekar Hospital which is close to the college which is less than a kilometer away which provides basic medical assistance in case of any emergency or on a need basis.
- The college organizes road safety awareness programs to develop sensitivity towards traffic rules.
- Parents have expressed during admission process that safety and security are two of the important reasons for choosing AHL for their wards
- Hygienic and health of girl students and staff women in the campus has been ensured by way of installing the sanitary napkin vending machine.
- Separate washroom facilities are provided for both boys and girls.
- Students can approach the teachers /principal in case of distress. They can also write their grievances anonymously and get them resolved.
- The discipline committee monitors the security practices in the campus. The complaints relating to violation of discipline as reported by anybody are placed before the principal and the discipline committee.
- The institution has put in place mechanisms like Equal Opportunity Cell and Prevention of Sexual Harassment Cell to create a vibrant and safe atmosphere.

Counseling

- The institution has put in place a system for the effective management of problems and challenges faced by students. A qualified in house teacher- counselor and external counselors talk to the students in case of any problems and complete confidentiality is maintained.
- Workshops and guest lectures are organized to address issues relating to adolescents/health/hygiene
- Learning through theatre addresses issues which students where students relate incidents and they are performed on stage to get a better understanding and also to reiterate the fact that they are not alone.
- The college has also put in place the mentoring system where a teacher is allotted mentees from all classes. Group and individual mentoring helps the students in finding solutions to their academic and personal problems.

Common Room:

There is space on the ground floor where the students spend time **to relax, study or get together**. Students also have place on the 4th floor near the lift as a common lounge area. They also go to the space near the parking area and the sports rooms

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)	
7.1.3.2 Total annual power requirement (in KWH)	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs	
Response: 16.48	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 2.42	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 14.685	
File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

<p>7.1.5 Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management <p>Response:</p> <p>Solid waste management</p> <p>Waste Management is a primary concern and it's a responsibility of all stakeholders concerned to do their bit. The college generally does not generate any hazardous waste in any manner. However, the college strives to generate minimal waste and tries to reduce the use of plastics</p> <p>Waste is segregated as biodegradable and non-biodegradable. Necessary steps have been initiated to efficiently manage the waste generated in the campus. Dustbins are placed in all the classrooms and all necessary junctures. The garbage is cleared every evening and sorted accordingly and dumped in the bins separately.</p> <p>The dry waste and non bio-degradable waste like plastic, plastic bottles are collected and handed over to the BBMP garbage truck which comes for collection of waste. The wet waste is also handed over to the</p>

BBMP garbage truck for further processing.

Volunteers from Eco Club have taken part in initiatives of visiting a waste conversion center.

Volunteers of YRC and NSS have organized and conducted waste segregation activities.

Volunteers of the ISR forum have participated in a door to door power consumption survey in the neighborhood. They have also participated in a waste collection, segregation and conversion drive in association with BPAC as green ambassadors. The pourakarmikas were also felicitated in the college for their underappreciated work.

Liquid waste management

- Mild chemicals are used for cleaning and maintaining the campus.
- The underground drainage takes care of the management of fluid waste.
- The waste water lines from toilets are connected with Municipal drainage.

E-Waste management:

The institution has an AMC (annual maintenance contract) with various vendors of electronic items for repairs and maintenance and these items are disposed by them.

Wastes like discarded CDs and batteries are segregated and given to the nearby dry waste management center which is managed by BBMP.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Our institution is part of a shared campus and water is an integral and important part of the institution ecosystem. Rainwater harvesting mechanism is prevalent in the campus. Most of the water requirements are taken care of by the underground sump. But the harvesting of rooftop and rainwater is a much needed incentive to the sump. Rain water is harvested on campus and the water is let into the four ground water monitoring wells. Rainwater from the roof is collected and diverted to an underground storage tank and is used for various purposes like gardening, cleaning etc. in the campus. Presently the huge water requirement in the College for non drinking purpose, to a large extent, is met by rain water harvesting. The college through its extension activity also has conducted activities with regards to saving water.

Student Volunteers of Eco Club have participated in a study on rainwater harvesting in 30 houses and

apartments in the neighbourhood. The study focused on groundwater and borewell recharging and reuse of rainwater.

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

7.1.7 Green Practices

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

Response:

The College is centrally located with some green cover around the campus. The college is accessible to public transport.

Students, staff using a) Bicycles b) Public Transport c) Pedestrian friendly roads

Students are aware about use of bicycles and they use bicycles for transportation. Students have also participated in cycle races as a part of green initiatives. Most of the students come from economically poor backgrounds and their means of traveling is public transport. A recent survey conducted by the institution shows that **75%** of the students use public transport. Some students and most of the staff members use auto-rickshaws and motor cycles for transport. Those living close by prefer walking.

Pedestrian friendly roads: There are pedestrian friendly roads near the entrance and opposite to the College for parking where the students and staff can walk safely.

Plastic-free campus: The campus is moving towards becoming plastic free. Considerable office communication is carried out digitally. Students are made aware of the hazards of plastic. The Eco Club has conducted awareness programmes for students towards making the campus a plastic free zone. The college staff members have moved from using plastic to steel and ceramic cutlery. Gifts to guests are given in papers bags and procurement of bouquets has considerably reduced and potted plants are gifted.

Paperless office: The college discourages unnecessary use of paper to a larger extent by practicing communication through email, whatsapp and messaging. The College also has a policy of reusing paper for printing documents.

Green landscaping with trees and plants

The campus is surrounded by a comparative green cover. Student volunteers undertake planting of sapling through NSS and Eco Club as a part of green initiatives and concern towards the environment. Students under Institution Social Responsibility and NSS forum have taken part in making eco friendly Ganeshas during Ganesh Festival to sensitize people towards the environment and against POP ganeshas. Potted plants dot the corridors and they are maintained by a gardener.

File Description	Document
Any additional information	View Document

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

Response: 0.26

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

2018-19	2017-18	2016-17	2015-16	2014-15
0.162	0.147	0.159	0.09825	0.01

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

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

Response: 77

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

2018-19	2017-18	2016-17	2015-16	2014-15
24	15	14	14	10

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

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

Response: 40

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

2018-19	2017-18	2016-17	2015-16	2014-15
19	10	6	3	2

File Description	Document
Report of the event	View Document

7.1.12

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

Response: Yes

File Description	Document
Any additional information	View Document

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

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
Any additional information	View 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
Any additional information	View 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: 148

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

2018-19	2017-18	2016-17	2015-16	2014-15
47	34	27	22	18

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 national festivals in any country are considered auspicious. Efforts to mould the students into responsible citizens are a moral responsibility in all of us. Values can be drawn from the contributions of great, illustrious personalities of our nation.

- National festivals like Independence Day, Gandhi Jayanti and Republic Day are organized with all the sister institutions and students are a part of the celebrations.
- The main office in the campus is a heritage building which has seen the presence of greats like Mahatma Gandhi, Smt. Indira Gandhi, Sir Mirza Ismail, Sri Munshi Premchand, Smt. MS Subbalakshmi and many others and hence the relevance of these days are even more of us.
- Eminent guests are invited to address the students.

Sl. No	Title of the Program/Activity	Duration (from-to)	
1	Independence Day Celebration	15-Aug-14	
2	Teachers Day Celebration	05-Sep-14	
3	Gandhi Jayanthi Celebration	02-Oct-14	
4	152th Birth Anniversary of Swami Vivekananda	12-Jan-15	
5	Republic Day Parade at New Delhi	26-Jan-15	
6	Republic Day Celebration	26-Jan-15	
7	National youth week celebration	12-Jan-15	
1	Independence Day Celebration	15-Aug-15	
2	Teachers Day Celebration	05-Sep-15	
3	Gandhi Jayanthi Celebration	02-Oct-15	
4	Gandhi Jayanthi Celebration(NSS)	02-Oct-15	
5	Vivekananda Jayanthi Celebration by Govt. of Karnataka(NSS)	19-Jan-16	
6	Republic Day Celebration	26-Jan-16	
7	Vivekananda Jayanthi Celebration	31-Jan-16	
8	Thoughts of Dr.APJ Abdul Kalam - Special Edition(Wall Magazine)	29-Feb-16	
9	National Youth Week Celebration	03-Mar-16	
1	Independence Day Celebration	15-Aug-16	
2	Review of Independence Day(Wall Magazine)	16-Aug-16	
3	Teachers Day Celebration(By Management)	10-Sep-16	
4	Gandhi Jayanthi Celebration	02-Oct-16	
5	Vivekananda Jayanthi Celebration(NSS)	16-Jan-17	
6	Vivekananda Jayanthi Valedictory Function by Govt. of Karnataka(NSS)	18-Jan-17	
7	Republic Day Celebration at Government School by NSS Volunteers	26-Jan-17	
8	Celebration of 125th Birth Anniversary of Dr. B.R. Ambedkar	18-Apr-17	
9	Republic Day Celebration	26-Jan-17	
1	Independence Day Celebration	15-Aug-17	
2	Plantation activity on the occasion of Independence day (NSS)	15-Aug-17	
3	Teachers Day Celebration(By Management)	05-Sep-17	
4	Gandhi Jayanthi Celebration	02-Oct-17	

5	Guest Lecture on 150th Anniversary of Sister Nivedita(Sanskrit Forum)	27-Oct-17	
6	Republic Day Celebration	26-Jan-18	
7	Participation of Republic Day Parade (YRC)	26-Jan-18	
8	Vivekananda Jayanthi Celebration	31-Jan-18	
1	Kargil Diwas (Wall Magazine)	24-Jul-18 to 28-Jul-18	
2	State Level Seminar on Balasaheb Ambedkar's Ideology(NSS)	04-Aug-18	
3	Independence Day Celebration	15-Aug-18	
4	Independence Day Celebration & Distribution of Books & Stationary items - Visit to Government School(NSS)	15-Aug-18	
5	Independence Day Celebration at Seva Sadan	15-Aug-18	
6	Independent India - 71st year Highs and Lows(Wall Magazine)	13-Aug-18 to 18th Aug-18	
7	National Sports Day Celebration	07-Sep-18	
8	Teachers Day Celebration(By Management)	08-Sep-18	
9	Guruvandana programme in Government Schools(NSS)	14-Sep-18,15-Sep-18	
10	Debate on the topic "Change to Constitution-is it supplementary to the objective of the Constitution Or not?" on account of 111th Birth Anniversary of Freedom fighter Bhagat Singh.	28-Sep-18	
11	Gandhi : The Mahatma(Wall Magazine)	1-Oct-18 to 6-Oct-18	
12	Republic Day Celebration	26-Jan-19	
13	Presentation competition on occasion of Martyrs Day(YRC)	30-Jan-19	
14	Vivekananda Jayanthi Celebration(YRC)	30-Jan-19	
15	State level Seminar on Gandhian Thoughts for youths	30-Jan-19	

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:

The College believes in complete transparency in its financial, academic, administrative & auxiliary functions. Considering the financial matters, the College has a regular internal auditor who is appointed by the management & external auditing takes place by a team of experienced CAs. Audited statements regarding financial activities are circulated to all the concerned members of the Management and the

Governing body. The academic and operational information regarding the College is accessible on our website viz.: www.mlaahl.edu.in.

Students are taken care of from their enrollment to their overall development. Recruitment of faculty & all necessary procedures are practiced as per the guidelines given by Management, higher education department, University & UGC.

All circulars regarding, students, teaching staff & non teaching staff are circulated & also displayed on the notice boards.

The College annual report is published and is available on the website and some part of the report is also published in the college annual magazine.

Financial Transparency: All the financial transactions of the College are routed through the principal and management. The management committee approval is sought for all financial proposals. Purchases are made from listed vendors. The list of the vendors is provided by the management.

College prepares a Budget at the beginning of the financial year planning for the expenses that will be incurred for the current year. Internal audit is conducted every month by the internal auditors appointed by the management. Annual Statutory Audit is carried out by external Chartered Accountants. The audited statements and the audit report are reflected in the college website.

Academic Transparency: Faculty members are given an opportunity to indicate their subject preferences before allocation. The timetable committee prepares timetable.

Information about seminars and conferences are circulated among the faculty members and they are free to choose the suitable one in their areas of expertise. They are given equal support and opportunity to attend the same.

Frequent staff meetings are convened to update about happenings. The faculty members are shared with both formative and summative feedbacks taken from the students at the end of the semester.

Student Council is formed with student representatives and are involved in the decision making process. All information for student development are circulated & communicated through WhatsApp groups. They are also displayed on the notice boards.

Administrative and Auxiliary Transparency: Service rules are made available to all the staff members regarding all the service matters including;

1. Entitlement of Leaves: All permanent staff members are entitled to the same number of casual leaves and earned leaves.
2. Regular Increments are given to all staff members. Also increments are given when a teacher qualifies NET where the pay scale is increased to be on par with the NET scale.
3. Performance Appraisal is based on student feedback and is communicated to the staff member.
4. The staff salaries are credited in their savings bank account.

5. Any financial remuneration is always made by cheque and not cash.

6. Staff welfare schemes are uniform for all the staff members.

File Description	Document
Any additional information	View Document

7.2 Best Practices

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

Response:

Best Practice - 1

1. Title of Practice

Campus to Company

2. Objectives of the Practice

- To establish linkage with Industry and Industrial Associations.
- Building industry relevant skills among the students.

3. Context

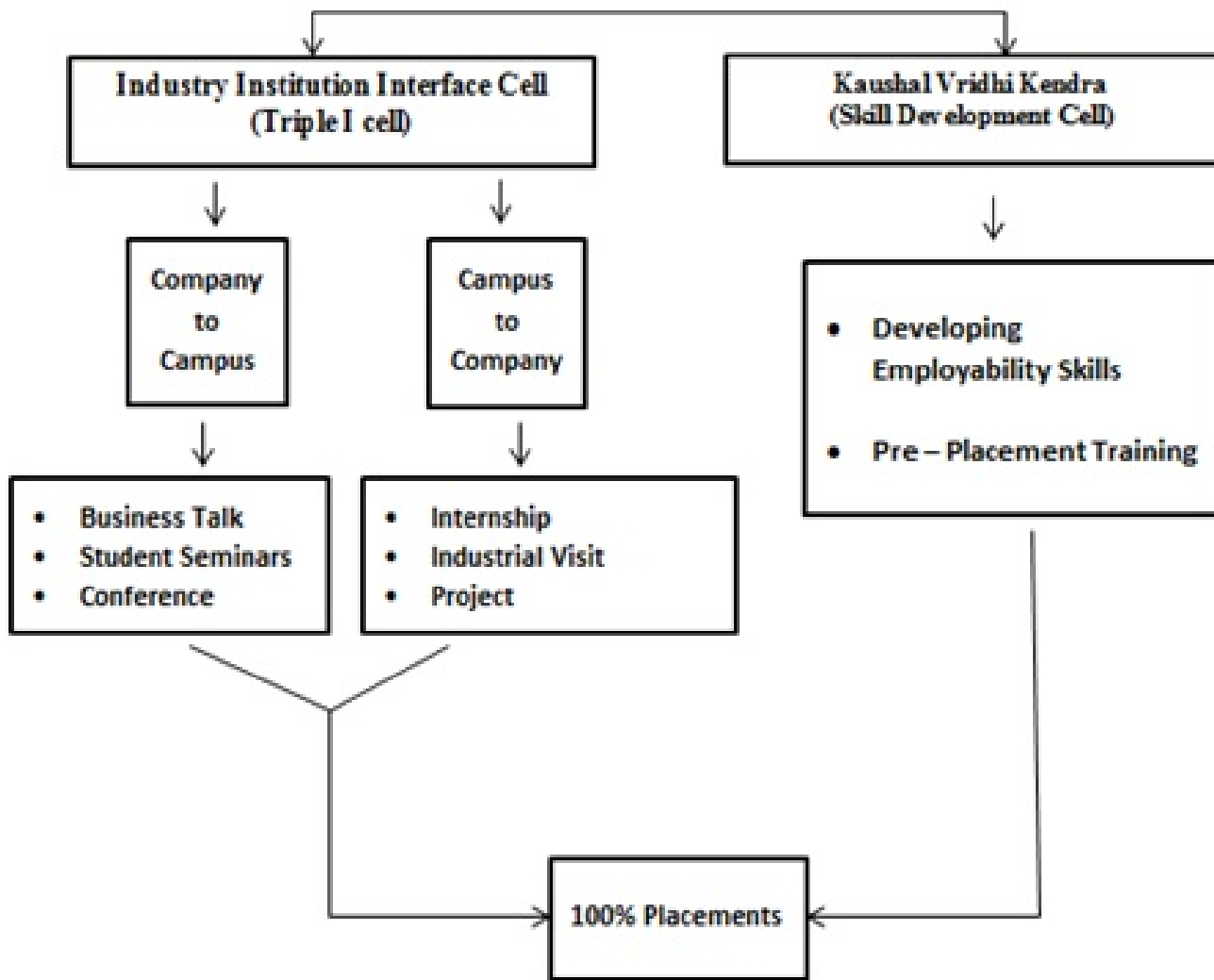
Students need academic, technical skills and industry exposure to have successful career in the industry. Firstly, students need to be aware of what is happening in the industry. They need to have an idea of how to behave in the industry; they should be groomed about corporate etiquette; they need to be aware about expectation of corporate from the fresher's; what are new technologies like artificial intelligence and data analysis techniques that are used in the industry etc.

Secondly, to perform well in the recruitment and selection process and get placed with the reputed organisations students need to be equipped with academic skills, problem solving, oral communication, adaptability, team work, written communication, personality traits etc. Thus, to Bridge the gap between industry and college to have better corporate to campus exposure Triple I Cell was established. To build employability skills among students and make them fit for the industry KaushalVridhi Kendra (Skill Development Cell) was established.

4. Practice

Process of Campus to Company at Academy of Higher Learning

NAAC



Industry Institution Interface Cell (Triple I cell)

IQAC after organizing a national level seminar on “Industry Institution Interface Challenges and Opportunities” in the year 2015-16 a need was felt to set up Triple I cell in the year 2016.

The college has Industry Institution Interface Cell (Triple I Cell) under which we conduct programs like Business Talk by industry experts come and address students on various topic in the curriculum. The come as resource persons to the seminars and conferences organised in the college which gives idea to students on how to be successful in the corporate field.

Students are also given an opportunity to visit industry while doing internship, projects and during industrial visit during which they will get feel of an industry, how to behave in industry, how to approach the superiors, how to work with the team etc.

Statistics of the Activities of Industry Institution Interface Cell

Number of	No. of students benefitted
B Talks -36	1900
Industrial Visit -20	615
Companies (Internship) - 16	83
Companies (Placement) - 26	568
Industrial Projects - 323	323
Career Guidance Sessions- 20	2310
Seminar and Conferences-12	1630

KaushalVridhi Kendra (Skill Development Cell)

As part of the curriculum students study various subjects like Accounting, Economic, Human Resource Management, Marketing, Banking, Cost Management etc. which enables students to acquire relevant knowledge in these fields required by the industry.

Through KaushalVridhi Kendracollege offers various employability skill development programs and certificate courses on areas like Communication Skills, Life Skills Program, Advance Excel, Basic Excel, Data Analysis using software like SPSS, R and Python, Goods and Service Tax, A to Z of Stock Market, Tally, Financial Modelling, Quantitative Aptitude and Pre-Placement Training.

The subject related certificate programs conducted students to develop relevant subject specific skills required. Life Skills and Leadership Program would help students to learn how to work in a team, team building. Pre-Placement Training Programs helps students to acquire quantitative aptitude, ability to crack interview.

Statistics of the Activities of Skill Development Cell

Number of	No. of students benefitted
Subject Related Certificate Programs - 18	1009
Pre Placement Training Programs - 08	623
Life Skills and Leadership Programs 02	625

No. of Employability SkillsDevelopment and Certificate Program Conducted in the past 5 years

Year	No. of Employability SkillsDevelopment and Certificate Program
2014-15	3
2015-16	6
2016-17	6
2017-18	9

2018-19

10

5. Evidence of Success

The college has secured 100% placements from the past 4 years our students are placed in top companies like TCS, BEGL, Vantage Agora, Northern Trust, HP, Hinduja Global Services(HGS), Karvy and India Infoline, Mphasis, Standard Chartered Global Business, IBM Concentrix, Omega, HDFC, Capgemini, Deloitte, Accenture etc.

Percentage of Placement Conducted during the last 5 years

Year	Percentage of Placement
2014-15	80%
2015-16	100%
2016-17	100 %
2017-18	100 %
2018-19	100 %

The feedback collected from the students and alumni on pre – placement program has shown that such programs have enhanced their confidence level in facing the interviews.

6. Problems Encountered and Resources Required

Already the semester system is packed with academic, co –curricular and extra-curricular activities. Hence scheduling of programs to give industry exposure to students and train them in skills expected by the industry is difficult. So, most of the certificate programs, pre-placement and training programs, needs to be conducted during the semester holiday.

Best Practice - 2

1. Title of Practice

Inculcating Social Concern among students

2. Objectives of the Practice

- Personality Development of students through community service
- Develop capacity to meet emergencies and practice national integration and social harmony.
- Create awareness and sensitivity among individuals to the total environment.

3. Context

Social service is one of the important activities undertaken by educational institutions to inculcate social concern among students' The college has set up mandatory unit like NSS (National Service Scheme) unit. Due, to limitation in enrolment of student under NSS unit the college has started Youth Red Cross Unit

(YRC) and Environmental Club (Eco Club) with some specific objectives. Apart from the above through the various ISR (Institutional Social Responsibility) activities students are sensitized.

4. Practice

The various extension activities organised by National Service Scheme (NSS), Youth Red Cross (YRC), Eco Club and ISR form about more than 300 extension activities are conducted in the past 5 years which has helped to develop a sense of belongingness towards the community, concern to towards society, environment, animals, senior citizens, deprived children, acquire some skills like first aid.

Year	No. of extension activities organized by NSS, YRC and ECO Club
2014-15	42
2015-16	47
2016-17	54
2017-18	72
2018-19	92
Total	307

5. Evidence of Success

Various awards and recognition received for extension activities from Government /recognized bodies during the last five years like:

1. Best NSS Volunteer Award (Ms. Keerthi) from Government of Karnataka, Youth Empowerment and Sports Department, NSS Cell in 2015-2016 for the year 2014-15.
2. National Young Leader Award for the NSS unit of the College from Ministry of Youth Affairs, Government of India Awarded in 2016-2017 for the year 2015-16
3. Best NSS Unit award from Government of Karnataka, Youth Empowerment and Sports Department, NSS Cell in the year Awarded in 2016-2017 for the year 2015-16.
4. Best NSS Officer from Government of Karnataka, Youth Empowerment and Sports Department, NSS Cell Awarded in 2016-2017 for the year 2015-16.
5. Best NSS Unit from Bangalore University in 2016-2017 for the year 2015-16.
6. Best NSS Officer from Bangalore University in 2016-2017 for the year 2015-16.
7. Every year NSS and YRC unit conducts Blood Donation Camps Certificate of Appreciation is given by Government of Karnataka, Ministry of Health and Family Welfare., Karnataka State Aids Prevention Society, Karnataka Blood Donation Society, Lions club International District 317A and Lions Blood Bank appreciated on occasion of National Blood Donation Day 2018-19 for maximum number of Blood Donation Camp organized in the college.
8. The YRC Unit, Eco Club and ISR Forum have received appreciation letters and certificates for their participation in various social activities from government bodies, NGO's and associations.

• Extension Activities:

- Number of awards and appreciation received by:
- Institution for its Social Concern: 07
- NSS unit: 10
- YRC unit: 02

- Eco Club unit: 02

Total Number of Awards and Recognition

Year	No. of Awards and Recognition
2014-15	2
2015-16	2
2016-17	7
2017-18	5
2018-19	5
Total	21

The feedback from the students reflects that activities of NSS, YRC and ECO Club units are moderately helpful in improving Knowledge Quotient, Skill Quotient, Emotional Quotient, Psychological Quotient and Social Concern among students.

The alumni of our college have contributed finally and through Non-financial means.

6. Problems Encountered and Resources Required

The institution makes all possible effort to execute the activities within the planned time frame and calendar. However, there are deviations in extension activities plan, under taken by NSS and YRC units and Eco Club has the external agencies and community are involved, any changes in their schedule is likely to affect the activity.

Best Practice - 3

1. Title of Practice

Student Mentoring

2. Objectives of the Practice

- Understand academic related concerns of the students
- Facilitate students to reflect on their experiences and draw out learning
- Act as an interface between the college and students

3. Context

The current generation students distracted by various things like social media, smart phones, games, etc. this will have a negative impact on their performance in college. There should be a system in the colleges to constantly monitor early warning indicators like high level of absenteeism, behaviour problems and academic performance.

4. Practice

The College has a mentoring system where a group of students are assigned to individual teacher. They mentor the students on academic performance and attendance. They also monitor students participation in various certificate programs, skill development programs, extension activities conducted by the college has students are also evaluated based on their participation in curricular and extra-curricular activities. The mentoring system work in the following way:

- Every week mentoring session is allotted in the timetable for ½ hr during which the mentors meet the mentees in group.
- The mentors will also meet mentees on need basis.
- Each semester one Parent Teachers Meeting is conducted during which the mentors talk to their mentees parents about their mentees performance.

Year	No. of Students Enrolled
2014-15	259
2015-16	311
2016-17	319
2017-18	327
2018-19	370

5. Evidence of Success

Due to constant mentoring the academic performance of the students has improved, their participation in co-curricular and extra-curricular activities has improved.

Incremental Results Analysis 2014 BCOM and BBA Batch Pass Percentage

	BCOM	BBA
Semester	Pass %	Pass %
I Sem Nov' 14	82.46	53.57
II Sem May' 15	92.98	72.22
III Sem Nov'15	88.89	71.15
IV Sem May'16	92.59	63.46
V Sem Nov'16	94.55	55.77
VI Sem, May 2017	94.55	63.26

Incremental Results Analysis

2014 MCOM Batch Pass Percentage

Semester	Pass %
I Sem Nov' 14	93.33
II Sem May' 15	96.43
III Sem Nov'15	96.43
IV Sem May'16	100.00

6. Problems Encountered and Resources Required

Sometimes the students' academic performances are affected because of problems in the family and some behaviour problems which require the interference of a counsellor. Such cases are referred to Counselling cell.

Best Practice - 4

1. Title of Practice

Education: A Tool for the evolution of a well-balanced individual i.e. for a learner's "*Holistic Development*"

2. Objective of the Practice

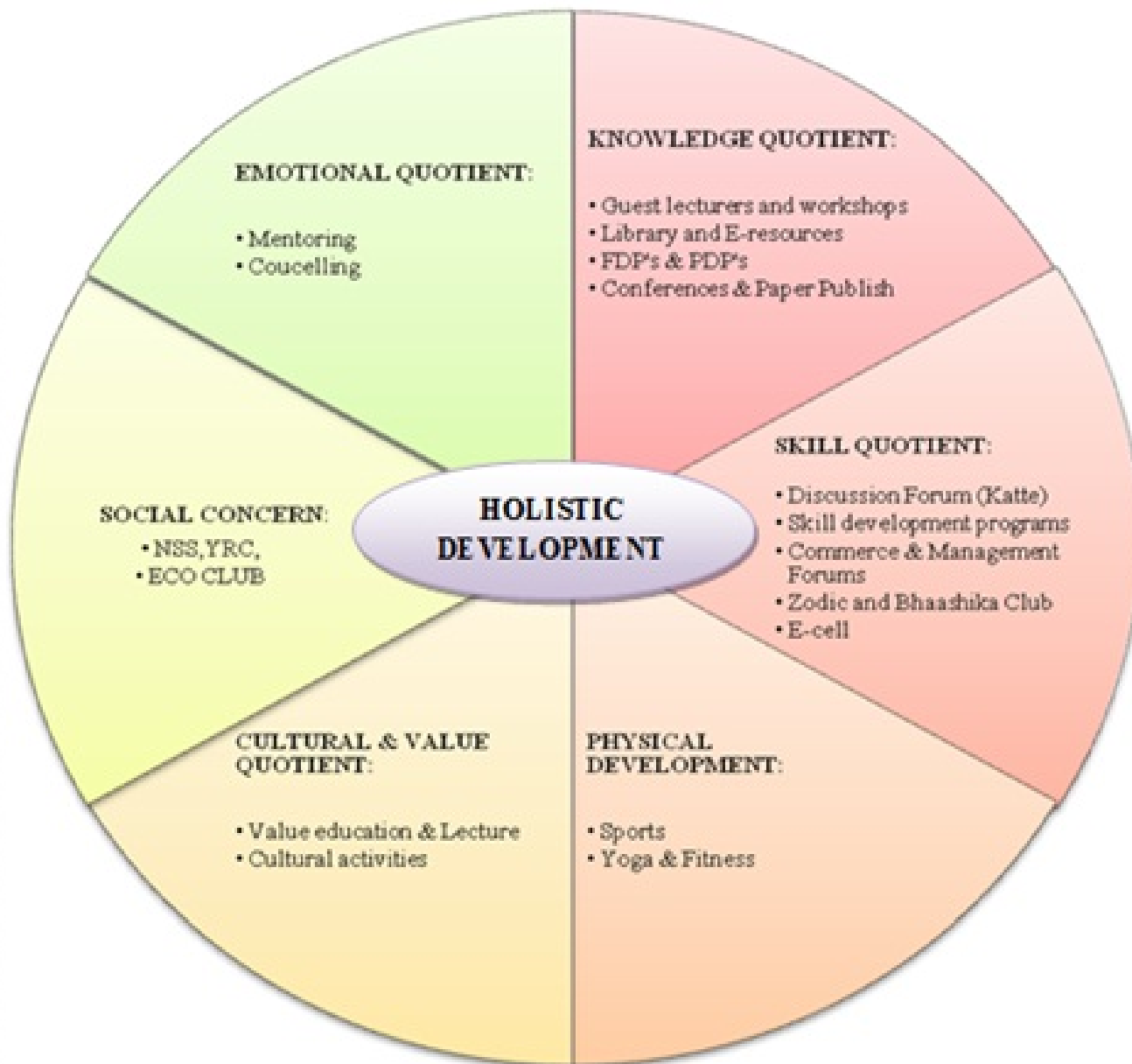
Holistic Development of Students and Faculty

3. Context

Students spend a better part of their developing years in educational institutions and it's the responsibility of these institutions to groom them in the right direction. To be a holistic personality Knowledge Quotient, Skill Quotient, Physical Development, Culture and Value Quotient, Social Concern and Emotional Quotient needs to be given importance. Thus, college has made all the efforts to develop capabilities among students to become a holistic personality.

4. Practice

Holistic Development Model of MLA Academy of Higher Learning



Knowledge Quotient

The Knowledge Quotient is enhanced by various academic coaching, seminars, workshops, guest lecture, business talk, industrial visit, field study, projects done by the college. Students are also supported with library resources which help in build self-learning and knowledge enhancement. Faculties are also encouraged to participate in FDP's organised in other colleges. Students are also supported to present papers in conferences and seminars. The Skill Quotient is enhanced by organising skill development and certificate programs on **soft skills**. The college annual magazine 'Aakanksha', Paper Presentation done by PG students, Inter class literary competitions from literary club '**Zodiac**' and '**Bashika**' helps in providing opportunity to enhance the writing and other literary skills among students. The **Discussion forum (Katte)**, **activities of commerce and management under the banner 'Trishna'**, the **Wall Magazine** in which individual classes are take turn to put up creative material in the

space on allotted time and allotted theme. In all these above activities students 'get opportunity for using their creative skills, enhance communication skills, use managerial skills, Though the activities of Entrepreneurship Development Cell they can get oriented on entrepreneurial skills.

Skill Quotient

- The Skill Quotient is enhanced by organising skill development and certificate programs on **soft skills**.
- The college annual magazine 'Aakanksha', Paper Presentation done by PG students, Inter class literary competitions from literary club '**Zodiac**' and '**Bashika**' helps in providing opportunity to enhance the writing and other literary skills among students.
- The **Discussion forum (Katte), activities of commerce and management under the banner 'Trishna', the Wall Magazine** in which individual classes are take turn to put up creative material in the space on allotted time and allotted theme. In all these above activities students 'get opportunity for using their creative skills, enhance communication skills, use managerial skills,
- Though the activities of Entrepreneurship Development Cell they can get oriented on entrepreneurial skills.

Emotional Quotient

- The College has a **mentoring system** where a group of students are assigned to individual teacher. They counsel the students on academic and other matters.
- Onetrained teachers in counselling and other external counsellors personal **counselling** is offered to students.

Social Concern

- **The various extension activities organised by National Service Scheme (NSS), Youth Red Cross (YRC), Eco Club and ISR** form about more than 300 extension activities are conducted in the past 5 years which has helped to develop a sense of belongingness towards the community, concern to towards society, environment, animals, senior citizens, deprived children, acquire some skills like first aid.

Culture and Value Quotient

- The value lecture sessions for the students.
- Along with the voluntary organization '**Disha**' the college conducts workshops for the students on topics like Know Your Self, Know Your Culture, Know Your Country. This has helped the students to gain confidence among them and adhere to values even during the time of an ethical dilemma.
- The **Value classes** are conducted for the teacher mentors for minimum of ½ hr every week.
- The college **cultural forum** helps to develop Cultural Ethos and exhibit creative talents in Music, Dance, Art and Craft.

Physical Quotient:

Yoga, Fitness: Yoga classes are conducted for all the classes. This has a grounding effect on students helping to calm the mind, managing emotions so that they feel more relaxed. The college has Gym facility which the students can use.

Sports and Games: The college also encourages students to participate in various inter university, state and national tournaments. The college conducts an annual athletic meet for students and staff.

5. Evidence of Success

The institution constantly reviews and monitors various activities through the feedback system. The feedback about the activities is taken from the students soon after the activity. This shows what aspect of the activity was liked by the students and what they didn't like. The feedback from the alumni students also reflects how the various activities have helped them in their work place and further.

6. Problems Encountered and Resources Required

In the semester system within 90 working days providing all the facilities to students in various academic, co –curricular and extra-curricular activities is always a challenge but the college has made maximum efforts give the best to the students.

File Description	Document
Link for 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:

Women Empowerment

Empowerment of Women through education is the vision of parent institution Malleswaram Ladies Association. We at AHL have provided opportunities for the girls enrolled in our college to develop as a holistic personality.

The Women Empowerment Process at Academy of Higher Learning



1. Education and Skill Development

The institution provides quality education to the students enrolled through innovative teaching methodologies. Project Based Learning, Experiential Learning through paper presentation, project work, Wall Magazine, ITC Enabled Teaching Learning facilities like WiFi campus, subscription to e-journal, audio visual power point, Participative Learning through Katte 'Discussion Session' and Management forum activities, Experiential Learning through Industrial Visits, Field Visits, Seminars, Conferences and Workshops organised and Internships.

The skill quotient of the students is enhanced by various Skill development programs organised through Kaushal Vridhi Kendra conducts vocational course on silk thread jewellery making, Taboo designing, Saree tussle, Terracotta jewellery making, Chocolate making workshop Quilling and Pot- painting. Apart from this the Entrepreneurship Development Cell of the college has memorandum of understanding with **National Entrepreneurship Network (NEN)** which inspires, educates, and supports entrepreneurs to create high-value companies and jobs. NEN's Student Entrepreneurship Programs such as Wadhvani E-Cells on campus, Campus Companies etc., aims to inspire, educate and skill young entrepreneurs. The college also has memorandum of understanding with **AWAKE (Association of Women Entrepreneurs of Karnataka)** which organizes program for women and youth intending to start a business on their own by equipping students with the required skills and knowledge. Our students have attended development programs of AWAKE and have cherished the benefits of the program.

Apart from the above skill development programs and certificate courses on areas like Communication Skills, Life Skills Program, Advance Excel, Basic Excel, Data Analysis using software like SPSS, R and Python, Goods and Service Tax, A to Z of Stock Market, Tally, Financial Modelling, Quantitative Aptitude and Pre-Placement Training.

The subject related certificate programs help students to develop relevant subject specific skills required. Life Skills and Leadership Program would help students to learn how to work in a team, team building. Pre-Placement Training Programs helps students to acquire quantitative aptitude, ability to crack interview.

2. Financial Support

The institution provides Financial Support to candidates from economically not so well families and

Scholarship for the students from economically meritorious students to encourage them to perform better.

3. Legal Awareness

The college conducts various legal awareness programs which are helpful to the women like women rights, child marriage and changes in divorce laws, women trafficking, violence against girl child, sexual harassment, property rights of women, Hindu Marriage Act, Provisions of Dowry Act.

Year	No. of Students Enrolled
2014-15	2
2015-16	7
2016-17	5
2017-18	11
2018-19	5

4. Physical Health and Hygiene

The yoga classes are conducted for all the classes. This has a grounding effect on students helping to calm the mind, managing emotions so that they feel more relaxed. The awareness programs like Personal Hygiene awareness program, Healthy Life Style, Anemia awareness programs, discussion session on gender equity and women empowerment, awareness program on cervical cancer, are conducted. The college also conducts medical check-up every year from the past four years during which Hb check-up are done during which students which helps students to know about their physical status life. If students have any problems or if they have low Hb count they will be told how to improve their health by the doctors who come.

5. Emotion Management Skills

The College has a mentoring system where a group of students are assigned to individual teacher. They counsel the students on academic and other matters. A trained teacher in counselling and other external counsellors personal counselling is offered to students. The sessions on how to overcome peer pressure and mental wellness are also organised by the college. Apart from this college also conducts programs like maintaining mental wellness, overcoming depressive thoughts, suicide prevention awareness programs. The sessions on work life balance are also organised which helps our girls when they start working.\

Number of girls enrolled for mentoring

Year	No. of Students Enrolled
2014-15	252
2015-16	303
2016-17	313
2017-18	308
2018-19	351

The **Value classes** are conducted for the teacher mentors for minimum of ½ hr every week. The value

lecture sessions are conducted once in a semester. Along with the voluntary organization 'Disha' the college also conducts workshops for the students on topics like Know Your Self, Know Your Culture, Know Your Country. This has helped girls educated from our college to gain confidence among them and adhere to values even during the time of an ethical dilemma.

6. Economic Independence

The students are helped to become economically independent during the course of the study. Through the Entrepreneurship Development Cell the students are provided opportunity to set up food stalls, fashion accessories, cloths, during festival sessions pooja items stalls, mehendi stalls, they are even given opportunity to go to wedding ceremonies to apply mehendi etc.

The students are equipped with employability and placement skills to crack the interview from the 1st year of their enrolment to college. The career guidance sessions are conducted through placement cell which helps students to identify their strengths and work in the field that better suits them. The college has a unique way of connecting campus to corporate which has helped the college to achieve 100% placements from the past four years. The students who are not successful in cracking the interview are counselled and are placed in future interviews.

The college conducts various activities and programs like knowledge enhancement programs, financial support, developing vocational, communicative, employability skills, creating awareness about social issues against women and women rights, career opportunities available to women, awareness about maintain physical health and hygiene, mentoring and counselling support to overcome academic, behavioural and personal problems and provides career counselling and guidance for girls which helps them in showing a right career for themselves and also get placed in good organisations.

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

The objective of any educational institution is to enhance knowledge, skill and value quotient of a student: that is capacity building through holistic development .

AHL caters to students who are economically backward and from middle income groups who are mostly first generation graduates. Their aim is to become independent and most come to AHL for the institution has 100% placement record.

The Placement cell at AHL has grown along with the College growing from strength to strength. For a 13 year old college, we have 21 regular organizations from different sectors namely Audit, Banking, FMCG, Finance visiting the College for placements. The number of organizations and the compensation has consistently increased over the years. The highest compensation in year 2017-18 has been Rs. 6 Lakh p.a and averaged at Rs. 4 Lakh p.a. The companies keep visiting the institute every year for placements certainly talk about the quality of our students.

Training programmes are designed to sharpen industry oriented domain specific skills, life, leadership skills and overall personality. We ensure that the training program assures 360 degree grooming of the students and industry readiness, which is objective of National Educational Policy.

Concluding Remarks :

The College hopes to contribute to the society and nation building by independent individuals with a strong value system through quality oriented education. It also aims at building a strong research culture. Our fulltime dedication and passionate faculty members and experienced visiting faculty members both from academia and industry impart the curriculum in effective ways to meet the current needs of the industry.

Our college also stresses on community service through its positive campus to community programs aiming at building responsible and model citizens. Being in a metropolitan like Bengaluru, the College still lays a lot of emphasis on culture, values and traditions while celebrating national and regional festivals alike.

MLA AHL fulfilling the vision of the parent body caters mostly to students from low and middle income groups to make them committed, dynamic employable progressive individuals. Hence the thrust is on competence, knowledge skill and values.

The Institution is well aware of the immense opportunities available and in the days to come, the Institution is determined to set right what it sees as its weaknesses and build further on its strengths to raise itself to the next level.

“The Institution believes that excellence is a journey and not a destination.”