



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

R. J. S. FIRST GRADE COLLEGE

**NO.1, MAHAYOGI VEMANA ROAD, 16TH MAIN, KORAMANGALA 3RD
BLOCK, BENGALURU - 560034**

560034

www.rjsfgc.edu.in

SSR SUBMITTED DATE: 07-12-2020

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

December 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

RJS First Grade College is one of the Prestigious institute of Karnataka ReddyJana Sangha that was established in the year 1993. It is located at the hotspot of Koramangala, sprawling acres of land, considerably adjacent to BDA Complex. The institution is self-financed and private, offers coeducation and is permanently affiliated to Bangalore and Bengaluru central Universities and is also included under 2(f) and 12(b) of UGC act 1956.

It is well known institute which flourishes for quality education since its inception and has a distinctive academic profile blending into commitment to rural ethos. The academic journey on the campus is vivacious and exhilarating with Conferences, Seminars, Special lectures and Workshops. The programs are designed to be learner friendly with affordable fee structure. Students gain experience that emphasizes the harmonious need between academic and co-curricular endeavours.

The Vision and Mission is woven into an educational philosophy and curriculum intended to formulate students for future that demands ethical integrity, resourcefulness, self-understanding and implication of Commerce, sciences and technology.

The institution occupies a special position in the field of catering needs of students with four Undergraduate programmes – Bachelor of Commerce, Bachelor of computer applications, Bachelor of science in Biotechnology, Genetics, Biochemistry and Physics, Mathematics, Computer sciences, one Post graduate Programme-Master of Commerce, nurturing the qualities and values as well ensuring friendly campus environment, which could be conducive for learners. The academic excellence through university level ranks and distinctions intensely state that the institution steers the students to comprehend and widen their knowledge in all perspectives with a practical approach in a pleasant environment, which lifts moralities at every phase and substitute the unfilled mind with knowledge. The curriculum is enriched through value addition certificate courses. The advanced ICT facilities are utilized for teaching, learning process as a part of promoting research culture, projects, internships and participation in seminars and conferences are the focal area. The infrastructure and library facilities provides a vibrant platform. The alumni and stakeholder's engagement in the activities and student financial support, excellent Governance and eco-friendly practices and corporate support has led to the effective functioning of the institution.

Vision

To create a deep niche in defining the quality element of higher education in India through an excellence of scholastic achievement in the pursuit of education at the global level.

Mission

To make education affordable and reasonable to the youth and to uplift them to a higher horizon to build a better society in involving them as better citizens to take up the challenges globally.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strength:

- National / International Conferences
- University level ranks and distinctions
- Value added certificate courses
- Modern Teaching & Learning methodologies
- Students field visits & trips
- Alumni participation
- Institutional Social Responsibility
- Active Student Council
- Meritorious and Reservation scholarships
- Staff welfare measures
- Eco friendly activities
- Guruvandana programs
- National festival celebrations
- NSS Special camps
- NCC / YRC / Eco Club
- Women empowerment programmes
- Orientation / FDP
- Sports & Cultural
- e-Resources
- Staff & Students supportive committees

Institutional Weakness

R & D centre for research activities

PG courses limitations

Institutional Opportunity

Academic standardization

Consultancy

Placements

Institutional Challenge

Resource mobilization for research

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is permanently affiliated to Bengaluru Central University(BCU) and Bangalore University(BU) and scrupulously follows the curriculum prescribed by the affiliating University. College offering 4 UG and 1 PG Programmes. All programmes follow the CBCS/Elective curriculum. College ensures effective curriculum delivery through well planned and documented process. The institution has a continuous weekly internal evaluation process with three internals per semester. Most of the faculty members who are working at RJS FGC are well experienced and successfully handled various responsibilities such as BOS and BOE, paper setter, Evaluator, Custodian and Observers pertains to affiliated universities. Institute introduced More than 25 added /Certificate courses during last five years.

The Institution has secured 6 university ranks in the last five years from Bangalore University. Institution has active Gender sensitization, environment and sustainability, Human values and Professional Ethics programmes. Sexual harassment elimination cell, NSS unit, NCC, Youth Red Cross, Anti-ragging cell, Grievance cell deal with Community oriented activities. For smooth functioning of institution many committees are formed like Examination Committee, cultural Committee, sports committee ,Discipline committee and Placement Committee etc which are rightly supported by the faculties Members.

During the current year 178 students under took project work /field work /internships. Regular feedbacks on curriculum is obtained from stake holders.

Following subjects are also part of curriculum related to Gender, Environment and sustainability, and Human values along with regular curriculum.

- Indian Constitution
- Environmental public health
- Science and society
- Business Ethics, Personality development
- Cultural diversity
- Creativity and diversion

During the current year 178 students under took project work /field work/ internships. Regular feedbacks on curriculum are obtained from stake holders. Feedback collected, from all stakeholders, analyzed and action is taken accordingly.

Teaching-learning and Evaluation

RJS First Grade College works under KRJS which is non-profit body. The institution works under the motto of “education for all” and undertake the noble responsibility of identifying and admitting first generation students and ensuring that proper counselling is rendered with remedial classes where they need to improve and effective personality development towards their holistic development. The seats allotted for the reserved categories by GOI Karnataka is generally filled and in fact more students from the reserved categories are

encouraged during the admission session.

The average students are also given assignments and they are actively encouraged to get involved in group studies and concept of idea sharing. The top performers are given peer tutoring and examination tips to enhance their performance better. The institution actively promotes experiential learning by encouraging Internships, conducting industrial visits, providing value add courses relevant in the industry seminars, workshops and live projects. subject experts session etc.

The institution organizes annual outreach programme called “SMILE” which attracts even the Alumni, corporates along with students and faculty to actively help the children from orphanages. Apart from the outreach programs the NSS takes active part in swatch Baharat programs and other activities thus ensuring the students on sensitized about the social responsibilities of a citizen.

The institution follows latest ICT training methods and encourages the faculty and students on the use of latest educational aids.

The internal Assessment evaluation is transparent and based on the performance in tests, assignments and attendance. The Examination Committee is set up under the chairmanship of the Principal of the institution and is entrusted to mitigate the issue related to the internal and external examination. The IQAC cell undertakes the task of ensuring that all the course are adequately rendered by the faculty by the assessing the outcome through students’ performance. If a trend is found that majority of the students were negatively impacted on the particular chapter/subject/course immediate action would be taken to modify the teaching methodology.

Research, Innovations and Extension

The management of the institution created a plat form by conducting Vibhavat programme every year to encourage faculty and students to publish research articles. Many teachers have published text books, research articles in other national and international conferences with food impact factors. The IQAC organizes and supported the faculty and students to write the research papers. The college organizes many workshops, seminars and faculty development programmes to encourage the research activities’. Few faculty members registered for Ph.D and some Assistant Professors are likely to submit thesis. The institution associated with other institutions for purpose of research, training to faculty and students for their career growth.

In order to create the Social Responsibility in learners the institution focuses more on extinction activities. The extinction activities carry out by the NSS, NCC, Youth Red Cross, eco clubs and Student council cell. A part of this many programmes include NSS, NCC Camps, awareness programmes, rally for river, health check up camps, eye care camps, blood donation camps, digital payments, pulse polio, and smile programmes carried out by the institution. The extension activities provide a plat form to the students and faculty members to have field experience and gain the new knowledge. The students actively involve in environmental activities to organize seminars, workshops and expert talks on environmental issues like optimizing the usage of water, separation of waste, usage of plastic covers and disposal of waste.

By becoming a part of extinction activities all the students and faculty become more responsible, cooperative and work together with society. Through NSS activities students learn about village life, problems of slum people, problems of people, living together, human relationship and mode of interaction needed at different levels of association. By participating in extension activities students become more responsible, cooperative and in a position to communicate and interact with society. The institution has a social responsibility towards

the neighbourhood community and encourages the students to involve in community oriented service to build a better society and to train them into responsible citizens for the nation.

Infrastructure and Learning Resources

Physical Facilities

The KRJS Management of the institution has provided adequate infrastructure and learning resources in the campus to provide quality education. The institution has well equipped class rooms with ICT facilities, laboratories, library and information centre, audio visual room, Seminar hall, auditorium, Hostel accommodation, canteen, bank.

The institution has provided facilities for co-curricular activities like sports, games (outdoor and indoor), yoga, cultural activities like cultural day, annual day, SMILE. The Management of the institution provides funds to upgrade the physical facilities from time to time. The Infrastructure facilities, library and other learning resources budget are prepared annually on the basis of the recommendations of the respective committees.

Library as a Learning Resource

The library and information centre is automated using Integrated Library Management System (ILMS) with Libsoft 9.8.5.0 version. It also has OPAC (Online Public Access Catalogue) facility which helps the user to get information. The library has a collection of scholarly books, Journals, magazines, newspapers, encyclopaedias and e-resources. The library has browsing centre to browse online Journals and information through internet.

IT Infrastructure

The institution is equipped with ICT facilities to facilitate the innovative teaching methods. Modern facilities have been augmented during the last five years. The institution has satisfactory student computer ratio and 500 Mbps internet bandwidth with two connections and updates its IT facilities including Wi-Fi regularly. IT Lab assistant maintains computers and devices under the supervision of the system administrator.

Maintenance of Campus Infrastructure

The institution has well established systems for maintaining both physical and academic facilities. The house keeping staff maintains -campus hygiene, cleanliness and infrastructure to provide a comfortable learning environment. The maintenance team monitors civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and housekeeping. Regular Verification of the Laboratories, UPS, Lift, CCTV is done through Annual Maintenance Contract (AMC).

Student Support and Progression

The institution focus on the excellence, academic achievements and educational progression towards the success of its students. Our institution has taken energetic and dynamic steps to help the students in their academic and other ventures. Students were provided with more employable trainings by conducting soft skill development programs.

More than 800 students were benefitted by the scholarship and free ships from the government sector and more than 250 students from the Institution. The institution focuses more on the career assertive of the students by conducting various capacity enhancement programs.

Industrial workshops and seminars were conducted towards competitive and career guidance for last five years. 946 students were benefitted through this program. The institution provides timely redressal mechanism through Sexual harassment committee and Anti Ragging committee have been formed to provide safety and moral support for students.

Student Progression:

More than 350 students were placed in various reputed companies like Wipro, Capgemini, ICICI Prudential and many more through campus. 144 students were gone for higher education. . Some of them get qualified in prestigious competitive examinations like GATE, NET, CAT etc... Many students have started their own startups and promoted themselves in business. Programs like orientation day, Graduation day , Guruvandana were organized for the benefit of students

Student Participation Activity:

Student council members were selected. Our students won national awards in cultural and sports activities. Students were encouraged to exhibit their knowledge through various sports and cultural programs. They participated in various events conducted by other universities. 17 students won prizes in national level sports and cultural programs. Student council members along with other students conduct and participate in programs like Inter-collegiate Fest, Teacher's Day, NSS Activity, NCC Programs, Eco Club, Yoga, Red Cross and Smile Program. Smile program is done for the upliftment of orphan kids.

Alumni Engagement:

The main objective of the alumni association is to bridge the leeway between the institution and Alumni. College has a registered Alumni Association. They regularly visit college on weekends in general and take sessions in new technologies and pre-placement training for their juniors pursuing different courses in the college.

Governance, Leadership and Management

The mission and vision of the institution fosters intellectual growth and character development. The objective defines intellectual growth, creative thinking, character building and enhancing scientific temper, inculcating societal and environmental concerns as foundation stones. The management encourages participative governance and provides ample opportunities to all the staff members to involve in the college developmental process. At the institute level there are various committees and cell constituted for proper functioning of the college. The Institute's management spruces the leadership at every level of administration.

The institution involves stakeholders in drafting and implementing the perspective institutional plan. The Governing council holds quarterly meetings and takes important decisions regarding budget allocation, infrastructure development and other academic activities. Also the e-governance create transparency between

the institution, universities and students. All the employees are provided with PF, ESI, EWF and insurance religare as welfare measures. Financial assistance is provided for paper publications and presentations and to attend conferences and workshops. Administrative programme at institutional level enable individuals to develop their personal and professional lives with life skills. For inculcating good teaching practices, training programs are organized by inviting experts from different organizations. Performance appraisal system is in place and reviewed annually during increments. Internal auditing is taken care by the accounts department. Annually external auditing is done. Till now there are no significant audit objections received by the institution. The funds received from NAAC, Karnataka science academy is utilized for conducting conference and vignana mela respectively and the funds raised from philonthropers by student council is used for conducting Smile programme for serving underprivileged children from various orphanages. The Institution has a transparent and well-planned financial management system in which Management is the main source of funds. The harmonized Governing body coordinates and monitors the optimal utilization of the funds for the promotion of learner-centric ecosystem.

The IQAC Monitors the institutional quality policies by conducting meetings with respective committees to ensure operative functioning of the institution through the quality based practices for the overall upliftment of the institution. The decisions are communicated to the management for the approval.

Institutional Values and Best Practices

A minimum of 2 gender equity programmes are organised every year. We have women empowerment cell, anti-ragging cell and anti-sexual harassment cell. Through NSS and eco club different programmes are organised for environmental consciousness, water conservation and green campus. Sapling planting is a regular feature. The institution has created a disabled friendly environment. We have ramps, lifts and rest rooms etc. For the differently abled. We celebrate Independence Day, Republic Day, Gandhi Jayantha etc. As national commemorative days.

Under best practices we have Vibhavat and value added courses. Vibhavat is a multi-disciplinary national conference. Under value-added courses we have tally, working knowledge of capital market bank entrance, soft skills, advanced java program, web designing, placement related training etc. Under institutional distinctiveness we organise "smile". Smile is a program organise by the student council every year to bring happiness in the lives of children without parental care.

Following are the few areas where our institution plays important role:

1. Gender equity
2. Environmental consciousness
3. Water conservation
4. Green campus
5. Disabled- friendly environment
6. Human values
7. Commemorative days
8. Vibhavat
9. Value added courses
10. Smile etc.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	R. J. S. FIRST GRADE COLLEGE
Address	No.1, Mahayogi Vemana Road, 16th Main, Koramangala 3rd Block, Bengaluru - 560034
City	BANGALORE
State	Karnataka
Pin	560034
Website	www.rjsfgc.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	P NAGABH USHANA REDDY	080-25525534	9481451695	-	rjsfgc@yahoo.com
IQAC / CIQA coordinator	Jyothi R	080-0	9742770424	0-0	jyothiramachandra24@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

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	14-07-1993

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	02-07-2015	View Document
12B of UGC	09-03-2017	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
--	----

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	No.1, Mahayogi Vemana Road, 16th Main, Koramangala 3rd Block, Bengaluru - 560034	Urban	5	2923

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	36	PUC or HSC or EQUIVALENT	English	210	183
UG	BCA, Computer Science	36	PUC or HSC or EQUIVALENT	English	80	65
UG	BSc, Biotechnology	36	PUC or HSC or EQUIVALENT	English	70	31
UG	BSc, Pmes	36	PUC or HSC or EQUIVALENT	English	60	22
PG	MCom, Commerce	24	COMMERCIAL DEGREE	English	50	35

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				8				26			
Recruited	1	0	0	1	3	5	0	8	10	13	0	23
Yet to Recruit	0				0				3			

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				18
Recruited	6	12	0	18
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	2	0	0	2
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.	1	0	0	1	0	0	0	0	0	2
M.Phil.	0	0	0	2	4	0	0	1	0	7
PG	0	0	0	0	1	0	10	12	0	23

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	0	0	0	0

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	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	1	0	1	2	0	4

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0		1		1

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	418	22	0	0	440
	Female	370	18	0	0	388
	Others	0	0	0	0	0
PG	Male	19	0	0	0	19
	Female	54	0	0	0	54
	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	35	35	30	32
	Female	35	34	38	34
	Others	0	0	0	0
ST	Male	0	5	4	3
	Female	3	5	2	5
	Others	0	0	0	0
OBC	Male	80	140	123	42
	Female	86	137	94	63
	Others	0	0	0	0
General	Male	35	3	17	68
	Female	36	3	13	53
	Others	0	0	0	0
Others	Male	4	9	5	8
	Female	9	7	8	5
	Others	0	0	0	0
Total		323	378	334	313

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	5	5	5
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	2	2

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
901	890	912	862	829
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
235	235	235	235	220

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
304	284	274	277	268

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
32	32	32	32	31

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
35	35	35	35	34

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 22

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
63.52	115.06	178.09	78.50	70.25

4.3

Number of Computers

Response: 144

NAAC

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:

RJS FGC has an accessible mechanism for well planned curriculum delivery. Accordingly at the beginning of each academic session, college prepares its academic calendar, which is uploaded in the college website. The academic calendar is prepared according to the notices and circulars received from the affiliating universities- Bangalore University (BU) and Bengaluru Central University (BCU). Academic calendar of the college consists of information on number of teaching days, dates of internal examinations and dates of curricular / co-curricular activities.

As an affiliated College of Bangalore University (BU) and Bengaluru Central University (BCU) our institution strictly adheres to the curriculum and syllabi prescribed by the universities. Apart from this prescribed curriculum, the College has various strategized ways to strengthen the curriculum delivery process in the following manner :

1. Academic plans are based on the calendar of events of affiliating Universities.
2. Advance planning of Academic activities and calendar are in alignment with the University Calendar of Events.
3. Orientation programs are organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation.
4. Based on the syllabus provided by affiliated university, all the departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given schedule of classes and assignments by the faculty members at the beginning of each semester.
5. Objective driven teaching plan is formulated at the beginning of each semester through the preparation of adequate learning materials/resources.
6. Course files comprising of lesson plans, notes of lessons, question banks and performance details of students are maintained by all faculty members.
7. Well planned contemporary tube talks depicting the latest technologies for each discipline is organized by the institution to meet the technical challenges.
8. The learner centric conducive environment is provided to discuss and deliberate upon different ideas amongst themselves and also with the faculty members.
9. The teaching faculty members are entrusted with the task of mentoring the students on academic and

personal issues, thereby strengthening the bond between teachers and students to create a better learning atmosphere and to enhance their performance.

10. The academic and industry based expert talks / guest lecturers / industrial visits are organized by the institution to improve the effective implementation of the curriculum as prescribed by affiliating Universities.

11. The Syllabus coverage and students attendance are periodically reviewed by the Principal and H.O.Ds through feedback system.

12. The institution conducts systematic examination and evaluation process and focuses on timely submission of reports to parents through PTA, Open House and Apps like Optra, Skyries, SealTab.

13. The institution organizes faculty enrichment programmes such as workshops, FDPs, Seminars and conferences.

14. The institution provides necessary facilities to encourage students to carry out innovative projects and research work.

15. Bridging Industry –Institutional gap with suitable value added programmes.

The IQAC monitors the overall teaching and learning process by collecting the students feedback. The institute undergoes academic and administrative audit every year from the external body (LIC) of affiliating university.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Continuous Internal Evaluation (CIE) is an integral part of our teaching-learning process.

RJS First Grade College strictly adheres to the University guidelines with respect to evaluation process. According to the exam schedule of the affiliated university, the college frames the academic calendar for the internal examinations and other activities of the college.

The institution has a continuous weekly internal evaluation process with three internal tests per semester. The schedules of internal tests are communicated to students and faculty in the beginning of the semester through the academic calendar. Internal exam time table will be intimated in advance

The respective subject faculty members set the Question papers as per the norms of affiliating university

and submit to the examination committee three days in advance. The Examination committee ensures smooth conduction of test and systematic valuation of internal answer books.

A centralized evaluation system is adopted by the institution. Marks are entered in both soft and hard copies. After every internal exam, Internal Quality Assurance Cell (IQAC) checks the performance of the students and ensures that valuation is done according to the university Choice Based Credit System norms.

The syllabi are unitized according to the semester system of teaching. The parameter for internal assessment consists of 10 marks for internal test, 15 marks for assignments/class tests/seminars/cultural and 5 marks for attendance. (In total 30 marks for Internals and 70 marks for externals). The valued answer books are distributed to the students for clarification.

Internal Test performance is intimated to the parents through Parent Teachers Meeting (PTM) within a week. The advanced and slow learners are identified based on their performance in the internals. Students are encouraged by counseling to improve their performance in future. Students are entrusted proportionately to each faculty member for mentoring. The mentors redress the academic and non-academic grievances of their mentees.

File Description	Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.****Response:** 2

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years**Response:** 26**1.2.2.1 How many Add on /Certificate programs are added within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
3	6	5	6	6

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response:** 81.94**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
878	511	736	825	650

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

1.3 Curriculum Enrichment

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

Response:

University has included compulsory non core subjects like Environment and Public Health, Mrudu Koushalya (Soft Skills), Personality Development, Science & Society, Culture Diversity & Society, Value Education, Entrepreneurship Soft skills, Computer application and Information Technology, Indian Constitution & Human Rights, Banking & Finance are the various subjects which integrate with the regular curriculum.

These interdisciplinary subjects are taught from I Semester to VI semester in order to help the students to learn about Indian Constitution, Human Rights and human values, linkage between environment and health, values for nation & global development of Entrepreneurs, understanding the diversity of Indian Society, geographical, religious, Cultural and Unity in diversity, developing human character, Professional ethics and Gender issues.

The institution integrate cross cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum through following initiatives:

- NSS
- NCC
- Red cross
- Eco Club
- Women empowerment cell
- Cultural Committee
- Sports Committee
- Anti raging cell
- Student Grievance cell
- Discipline committee

At the end of the semester based on students involvement in all the curricular and extracurricular activities marks are awarded as internal assessment and submitted to affiliating Universities. Some of the events organized by our institution are as follows:

Human values:

- Vemana poem Recitation & Writing competition
- Water day celebrations

- Eco club activities
- Smile program for Orphanage children
- Blood Donation camp
- Health check up camp
- Yoga sessions
- Soundharya Lahari Parayana
- Swami Vivekananda Jayanti
- My Nation My Responsibilities
- YodhaVandana Program
- Red cross :-Material collection for flood victims

Sustainability and Professional Ethics:

- Cyber ethics and Youth relation ships
- Hemareddy Mallamma Jayanti
- World Environment Day Programme
- International Yoga day
- Indian Red Cross Society Inauguration
- Vemana Jayanthi
- Free Eye Checkup
- Blood Donation camp
- Women Empowerment Programme
- Values for a Healthy Living
- Awareness of Education Amongst the Lower Middle Class
- Health Checkup Camp

Environment:

- Sensitization program on source segregation of dry waste
- World Environment Day
- Seed Ball MahaAbihyana
- Rally for Rivers

Gender Sensitization:

- Women's Day Celebration
- Health Awareness Program for Women
- Workshop on Defense Against Rape and Eve Teasing for women
- Special program on Panel discussion on substance abuse
- Workshop on Realizing Women's Human Rights
- Health Checkup camp
- Special program for Women for Skin Checkup

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 80

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	4

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 19.76

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 178

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: A. All of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

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

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 72.57

2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
336	323	378	334	313

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
470	470	470	470	440

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 97.45

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

2019-20	2018-19	2017-18	2016-17	2015-16
235	235	235	235	192

File Description

Document

Average percentage of seats filled against seats reserved

[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 and organises special Programmes for advanced learners and slow learners

Response:

The institution, striving to achieve excellence, identifies the learning levels of the students admitted to the college from their socio cultural, economic and educational background. The academic year starts with an orientation programme for the newly inducted students to make them aware of code of conduct, attendance requirements, curriculum structure and evaluation pattern. The mechanism to identify slow learners and advanced learners is based on:

1. Performance in Pre-University/ UG exam
2. Performance in Internal tests, assignments, project works during the academic year.

Programmes for slow learners:

1) Personal Counselling: The class co-ordinator interacts with students regularly to identify the grievances of the slow learners. Personal counsellors from outside assist in motivating them to overcome their grievances. This enables the students to become competent to face the present competitive world and helps in their holistic development.

2) Remedial classes: Remedial classes are conducted to improve the performance of the learners by clarifying their doubts, providing study materials and highlighting the scheme of evaluation.

3) Group studies: Each advanced learner is assigned with a group of five slow learners to discuss the difficult topics and to make them understand the concepts.

4) Assignments: Assignments on difficult topics are given to practise and asked to solve the previous year question papers.

5) Personality development: By organizing seminars, workshops, campus placements, co-curricular and extracurricular activities the institution enables the slow learners to develop their personality.

Programmes for advanced learners:

- **Examination Guidance:** Advanced learners are motivated to secure centum marks and to get University ranks by providing examination oriented guidance.
- **Peer tutoring:** Students are encouraged to become team leaders and to interact with slow learners in group studies which enable them to become a peer tutor.
- **Personality development:** The advanced learners are encouraged to participate in seminars, debates, quiz, workshops, campus placements, co-curricular and extracurricular activities to develop their skills.

In addition to the above, the following steps are undertaken to improve the learning levels of students:

- Value added courses
- Expert talks, Guest lectures, Workshops & Seminars
- ICT enabled teaching
- Motivating the students to participate in inter collegiate competitions.
- Career guidance programmes

File Description	Document
Past link for additional Information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 28:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

Our institution adopts the following student centric methods;

1.Experiential learning: It aims at application of academic knowledge in real work experiences. The institution practices the following methods of experiential learning:

A) Internship: Internship is the best way to translate the classroom knowledge into practice. The students learn new skills, added values and gain knowledge and experience by doing internship. It also assists the students in gaining hands on training and professional experience.

B) Institutional training: All the students are given an opportunity to undergo institutional training in the form of value added courses to enrich the students to meet the industrial requirements.

C) Industrial visits / Field visits: This is the part of the curriculum which helps the students to get an insight into the internal working environment of an organization. It provides exposure to the students to gain practical knowledge.

D) Social Responsibility: Student Council of RJS First Grade College organizes an event called 'SMILE' to motivate the socially unprivileged children living in orphanages. The word "SMILE" has become a concept for the Student Council for designing a beautiful and pleasant platform for the loveable orphanage

kids.

2. Participative Learning – This type of learning makes the students actively participate in all departmental activities like;

A) Seminars & Workshops: As a part of the curriculum, the institution regularly organizes guest lectures, seminars and workshops. Experts are invited from academic and corporate fields to share their knowledge and experiences. The students are motivated to participate and learn various skills.

B) Science exhibition: The institution organized inter-collegiate science exhibition where students of other colleges actively participated. The students constructed a planetarium in the form of a dome shaped theatre in 2017 built primarily for presenting educational and entertaining shows about astronomy and the night sky for creating celestial awareness.

C) Live Projects: Science students are trained by experienced faculty members to develop live projects in advanced technologies like .net, PHP, Android, Advanced Java etc.

3. Problem-Solving Method – The problem solving method enhances the students' skill to link theory with practice, to apply their knowledge and to participate in active learning process in the following ways;

A) Subject expert talk: The institution invites subject experts to deliver a talk through which slow learners also become capable of solving the problems.

B) Competitions: The students are encouraged to participate in various competitions in inter college and university level in cultural and sports events. This motivates the students to develop a competitive spirit, thus unfolding their hidden talents.

C) Outreach activities: Outreach activities are organized by the institution through the following channels to develop human values, ethics and leadership qualities among the students.

- Cultural events
- Eco club
- Entrepreneurship development programs
- Institutional Social Responsibility
- NCC
- NSS
- Personality and Soft skill development programmes
- Red cross
- Sports
- Yoga

Thus leading to the holistic development of the students, through co-curricular, extra – curricular and field based activities initiated by functional students' forum and committees with students' representation and participation.

File Description	Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Information and Communication Technology (ICT) in education is the one method of education that support, enhance and optimise the delivery of information. This lead to an improvement in student learning and better teaching methods. The integration of ICT in teaching and learning has placed pedagogy over technology. ICT helps the faculty to update the knowledge, skills to use the new digital tools and resources. The staff members are given training for effective use of ICT tools in their respective subjects.

The Institute follows ICT enabled teaching in addition to the traditional chalk and talk method. Modern teaching aids like Multimedia, Projectors, and Internet enabled Computer systems are used for class room instruction as well as other student learning experiences. The staff make use of LCD Projectors for their presentation. The institution upgrades its IT infrastructure regularly to meet the current technical requirements. 105 computers are available at two computer labs and one browsing centre. Every Department has a desktop computer for their technical needs. The staff rooms are provided with LAN and Wi-Fi facility to enhance the teaching - learning process. Bandwidth availability of internet connection in the Institution (Fixed line) is 300 Mbps (3rd floor computer lab) and 200 Mbps (2nd floor Business lab). Subsequent efforts are taken by the institute to provide e-learning atmosphere in the classroom. Study materials for all departments are uploaded in the college website. Various online teaching apps have been utilized for effective teaching and learning process.

File Description	Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 28:1

2.3.3.1 Number of mentors

Response: 32

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	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: 91.38	
File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	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. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)				
Response: 12.62				
2.4.2.1 Number of full time teachers with <i>Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.</i> year wise during the last five years				
2019-20	2018-19	2017-18	2016-17	2015-16
2	3	4	5	6
File Description	Document			
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document			
Any additional information	View Document			

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 6.78

2.4.3.1 Total experience of full-time teachers

Response: 217

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The college being affiliated to Bangalore University/Bengaluru City University follows its guidelines in the evaluation process. Students' evaluation process is at two levels - Internal Assessment (30 marks at institutional level) and External Assessment (70 marks at University level). The examination committee conducts internals as per the calendar of events. The time table for the internals is circulated to students and faculty members in advance so that the faculty members can make arrangements for preparation and submission of question papers within the stipulated time.

All together three internals are conducted in each semester for 25, 50, and 70 marks. The internal exams are scheduled on every Monday and Saturday of the week. The students are made to sit according to their Register number and are provided blue books to answer. The same books are evaluated for awarding final internal assessment marks. Based on their performance in internals, the slow and advanced learners are identified and suggestions are given to slow learners to improve their performance in the upcoming examinations. In the process of finalising internal assessment, students' attendance, co-curricular and extracurricular activities are also considered. The internal marks are consolidated and displayed on the notice board before uploading in the university portal.

File Description	Document
Link for additional information	View Document

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

The college has an examination committee under the chairmanship of the Principal for examinations. Regularly the IQAC along with the committee, frame the guidelines for conduction of internal examinations. Every year in the student orientation programme, the Principal briefs the students regarding the examination process and responsibilities of the students. As per the institutional norms, calendar of

events is prepared and circulated to all the faculty members and students and also the same is displayed in class rooms as well as on the notice board. The examination committee frames the time table for conducting the internal examination and the same is communicated to the students. All exam related grievances are redressed by the examination committee.

Examination committee consists of:

- Head of the Committee
- Members of the committee
- Answer booklet Custodian
- Question paper custodian
- Room Supervisors and Internal squad.

In the process of conducting the exam, students are seated according to the room allotment. In the due course, if any grievances arise, it is brought to the notice of examination committee to redress immediately. The normal grievances reported by the students are;

1. **Change of internal exam timings:** Since the students find difficulty in writing internal exams on a daily basis, it was changed to weekly basis. (Monday and Saturday of the week)
2. **Late to exam:** Students are informed to attend the exam ten minutes before the scheduled time. However, if any student comes late, he/she is allowed up to ten minutes.
3. **Leaving the examination hall before the scheduled time:** All the students are informed to be in the examination hall till the end of the exam. However, if any student leaves before the scheduled time he/she will be allowed after taking back the answer script and question paper. The question paper is given back after the completion of exam.

The examination committee smoothly conducts all the internals as well as the final University exams as per the schedule. The internal test marks are announced to students by the subject lecturers after evaluation and clarifying their doubts, if any. The institutional reforms related to exams are well appreciated and no serious issues arise.

In the university examination, if any grievances of the student in respect of results, marks card, revaluation, name correction, etc. is resolved by forwarding to the Registrar (Evaluation) of the affiliating Universities with relevant supporting documents for further process. In this way the mechanism to deal with internal examination related grievances is transparent, time- bound and efficient.

File Description	Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

IQAC plays a prominent role in creating awareness among the faculty members and students about the programme and course outcomes offered by the institution. All teachers and students are informed about the course outcome through display on website, FDP, orientation programme, classroom discussion, expert talks, placement, project works, practical etc.

The faculty members attend the various seminars, workshops, conferences and faculty development programmes organized by the affiliated colleges of the University to enrich themselves to attain the outcomes. The faculty communicates the outcomes through various modes such as college prospectus, Principal address in the orientation programmes and parent teacher and Alumni meet.

While interacting with the students, every department faculty make the students know about the course outcome. The institution organises career oriented programs and personality development program to effectively communicate the learning objectives and expected outcomes.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

The institution has prepared the method of measuring program outcomes and course outcomes that eventually upgrade the quality of the education.

The learning outcomes attainment is calculated by using the direct and indirect method.

Direct Method:

- Preparation of the learning outcomes across all the Programs and Courses.
- The Set program outcomes, course outcomes, and program specific outcomes are collected for different courses.
- The target levels are set.
- Calculations are done for the attainment of the course outcome to program outcomes.
- Each CO is mapped to PO to make a (CO-PO) matrices.

The Attainment of course outcome is calculated by using the following formula

- **Attainment of Course at UG level:**

Attainment of course = 80% (Attainment level in university examination) + 20% (Attainment level in internal examination)

- **Attainment of Course at PG level:**

Attainment of course = 50% (Attainment level in university examination) + 50% (Attainment level in internal examination)

Using students' internal evaluation marks and University examination, marks the attainment of CO's are evaluated.

Assessment – CO's matrix is prepared for each course.

The attainment level for course outcome is defined as follows:

Level 1: 40% of students scored more than university average.

Level 2: 50% of students scored more than university average.

Level 1: 60% of students scored more than university average.

For the calculation of PO's, the average attainment values of all courses are considered.

The attainment of program outcome is calculated by using the following formula:

Attainment of program outcome at UG level = 80% (Attainment level in university examination) + 20% (Attainment level in internal examination)

Attainment of Program outcome at PG Level = 50% (Attainment level in university examination) + 50% (Attainment level in internal examination)

The attainment level for program outcome (POs) is defined as follows:

Program outcome level	Target Attainment
Level 1	0.5>1.0
Level 2	1.0>1.5
Level 3	1.5>2.0
Level 4	2.0>2.5
Level 5	2.5>3.0

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 78.86

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
192	242	220	232	174

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
270	281	273	267	250

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.72

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 0

3.1.2.1 Number of teachers recognized as research guides

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	5	5	5

File Description	Document
List of research projects and funding details	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The institute focus more in creation and transfer of knowledge for faculty and students in order to achieve this mutual agreement is made between RJS First Grade College and Vemana Institute of Technology.

IOT Centre of Excellence

R J S First Grade College is associated with IOT Centre of Excellence of Vemana Institute of Technology in order to uplift faculty and students for their skill development in the area of Internet of Things (IoT). IoT is a new paradigm that has changed the traditional way of living life style. Smart homes, pollution control, energy saving, smart transportation, smart industries are such transformations due to IoT. Students of RJSFGC has been actively involved in doing research and investigations in IOT and enhanced their technology through IoT.

RJSFGC faculty and students are involved and developed the following projects.

1. Remote IoT Air pollution meter
2. Sound pollution detection using IoT.
3. Theft detection using IoT
4. Multi room music player using IoT

Incubation Centre

RJSFGC is associated with Vemana Institute of Technology in order to create Eco-system and start up eco system and to motivate students to become job creators instead of job seekers.

About Vemana Business Incubation Center: Vemana Business Incubation center was established in the year 2015 under Vemana Institute of technology. In the year 2017 Ministry of Micro, Small & Medium scale Enterprise (MSME), Govt. Of India recognized Vemana Institute of Technology as Host Institute and Vemana Business Incubation Center as MSME Business Incubator. Vemana Business Incubator encourages and incubates innovative and product based ideas Under Make-in-India and Manufacture-in-India.

RJSFGC build an eco-system to incubate and support innovative ideas in the creation of employment

opportunities for students. Faculty members of the college also undergone training to enhance the knowledge in research and professional development.

File Description	Document
Upload any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 2

3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	1	0	0

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

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

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

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

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

Response: 0**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description

List of research papers by title, author, department, name and year of publication

Document[View Document](#)**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response: 2.8****3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
27	5	26	8	23

File Description

List books and chapters edited volumes/ books published

Document[View Document](#)

Any additional information

[View Document](#)**3.4 Extension Activities****3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

In order to create the social responsibility in learners the institution focuses more on extension activities. The institution conducts extension activities in the neighborhood community along with the collaboration of NSS, NCC, Women Empowerment Cell, Youth Red Cross, Eco Club, Smile and Student Council Cell.

NSS: The institution has an NSS unit and its aim is to provide opportunities to the learners to gain practical experience in community service and make the students better citizens of India. The aim of the NSS unit is to establish link with community to identify their problems and resolve them through NSS activities. NSS unit organizes programmes like polio, environment, health awareness, blood donation etc.

NCC: The institution started NCC with 53 cadets under the charge of 39 KAR BN NCC Karnataka and Goa Directorate with endeavor to develop character, discipline, confidence, comradeship, leadership qualities, skill enhancement, spirit of adventure and self-sufficiency amongst the students. Regular practice sessions, NCC camps, social service and other training programmes are conducted to make students truly empowered.

YOUTH RED CROSS: The institution started the Youth Red Cross on 28th September 2018. The main motto of this extension activity is to bring a positive change in students and society and make the students caring citizens and help the needy people in society. The institution has a separate Youth Red Cross wing under the guidance of a programme officer and this wing has 100 members and any student can become a member of YRC from any discipline.

ECO CLUB ACTIVITIES: It is a forum by which students reach out to neighborhood communities to promote environmental behaviour. The member students conduct extension activities like World Environment Day, World Water Day, essay competition on Population Explosion and environmental issues. On 12-4-2017 nearly 15000 seed balls were made by the students along with Samartha Bharata.

STUDENT COUNCIL ACTIVITIES: The institution has a Student Council for learners to take leadership roles to promote the student voice and to solve the problems of student community. This council serves on behalf of students and actively work with faculty co-operation to promote a healthier learning environment. Student council actively participate in all the programmes conducted by institution.

SMILE: Smile is an institutional social responsibility programme organized by the Student Council of the institution. The programme is meant for the orphanage children to bring happiness on their face. The main aim of this programme is to Encourage & motivate the students and initiate the social responsibility in them and also helps in designing a beautiful and pleasant platform for lovable orphanage children.

Women Empowerment Cell: The Institution has a Women Empowerment Cell to empower girl students, to enhance the understanding of issues related to women and to make the institution a safe place. With a view to taking up women's issues and problems, the cell aims at creating awareness of their rights and duties. Aiming at intellectual and social upliftment of the female students, the cell stands for facilitating women's empowerment through guest lecturers, seminars, and awareness programs.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 96

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

2019-20	2018-19	2017-18	2016-17	2015-16
17	24	31	12	12

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

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 64.83

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs

awareness, Gender issue etc. year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
550	678	634	563	432

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

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 6

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	2	1	1	1

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 19

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	3	6	4	5

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	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 infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The institution ensures well equipped infrastructure for a healthy and lively learning atmosphere of students and provides the perfect environment for their intellectual growth. Facilities include Class rooms with CCTV Surveillance, Laboratories, Library and information Centre, Auditorium, Conference Hall, AV room, Lift facility, Common room, Separate Hostel for Boys and Girls, Playground, Transportation, Wash rooms, RO purified drinking water, Cafeteria, Health Centre, Bank, ATM within the campus. The infrastructure is renovated and upgraded from time to time. The Statutory body (KRJS Management) of the institution provides sufficient funds for the development of physical and infrastructure facilities. The Institution provides adequate infrastructure facilities for curricular and co-curricular activities.

The available facilities are as follows;

Classrooms

The programmes offered by our Institution are B. Com, B.Sc. (PMCs), B.Sc. (B.T), BCA and M.Com. Maximum classrooms are well furnished with Information Communication Technology (ICT) tools and CCTV cameras.

Laboratories

The Institution has established laboratories as per the university norms. The available laboratories such as Computer Labs, Business Lab, Physics Lab, Biotechnology Lab, Genetics Lab, Biochemistry Lab, Mathematics Lab and Electronics Lab are well equipped.

Audio Visual Room (AV Room)

The AV room with 150 seating capacity is available . This is used as venue for seminars, conferences, workshops, alumni meet, inter-class & inter-collegiate events. It is equipped with AV aids.

Library and Information Centre

The Library and Information Centre provides quality learning materials, to enrich the knowledge of learners to face the global challenges. The Library is automated with Libsoft 9.8.5.0 Version. The learning resources are placed in an Open Access System and are systematically classified and arranged subject wise for easy retrieval. The Resourceful Collections of books includes Reference Books, subject wise books, Journals, Magazine of National / International Standards and periodicals / News Papers. Reference section covers books on current affairs, General Knowledge, competitive examinations and personality development. OPAC facility is provided for users to locate the documents. Library has browsing facilities to access e-resources and also assists the users to access libraries of sister Institutions.

The institution has a system to collect the feedback on infrastructure from the stakeholders, students, teaching and non-teaching staff to upgrade infrastructure with the growing needs.

File Description	Document
Upload any additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

The institution plays a pivotal role to produce strong minded students, as it is stated in the maxim "Sound mind in Sound body". It believes in an all round development of the students and pays equal importance to physical fitness, as it does to intellectual growth. Students are encouraged to compete from college level to international level Sports and cultural events. The institution has the following adequate facilities:

Sports and Games

To promote sports and games the institution has indoor and outdoor games facilities. Sports hour is made compulsory for students beyond the class hours. The outdoor play area in the campus measuring 55x35 meters includes Volley Ball and Throw ball court of 9x18 meters, Kabaddi court of 10x13 meters, Kho Kho court of 29x16 meters and an indoor court for Shuttle Badminton. Students make proper utilization of available facilities by actively taking part in all sports competitions held.

The playground is useful for conducting various intra & inter-collegiate sports events and annual sports meet. Indoor facilities for Table Tennis, Carom, Chess and recreation and store rooms are available. Coaching is monitored by a qualified trainer for Badminton, Kho-Kho, Athletics, Table Tennis, Netball, Kabaddi, Volley ball and Ball Badminton to prepare the players for university, State and National level sports competitions.

Yoga

The institution has a Yoga team which moulds the overall personality of the students and faculty members. A trained yoga teacher conducts the yoga classes on a regular basis at the yoga hall. Using the yoga facilities, the students have participated at the national level Yoga competitions and have won prizes.

Cultural activities

As a part of curriculum, expecting a positive force for change in all perspectives of students, college connects academic study with cultural activities to strengthen the community and to develop public exposure as to widen the realm of knowledge in them.

The institution has a cultural committee which strives hard to encourage the students and faculty members to unfold their hidden talents through various events such as Dancing, Singing, Collage, Debate, Essay Writing, Skit, Drama, Mehendi Competition, Hair Style, Face Painting, Cook without fire, Rangoli, Wealth

out of Waste, Mad ads, Recitation etc. utilizing the spacious college quadrangle and auditorium. The best performers are identified at the institutional level competitions and are encouraged to participate at higher levels. Students have showcased their talents in international level “Street Play” competition and have won prize.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 63.64

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 31.1

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
11.25	53.55	109.93	9.5	12.22

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload 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:

Name of ILMS software : **LIBSOFT-Library Management systems**

Nature of automation (fully or partially): **partially**

Version : **9.8.5.0**

Year of Automation : **2012**

To manage professionally, library uses LIBSOFT **9.8.5.0** integrated Library Management software along with the below mentioned technological interventions to automate various processes.

1. LIBSOFT (an integrated Library Management System)

LIBSOFT is a multi-user package designed and developed by a team of Library professionals and software professionals for effective management of a Library from all aspects. LIBSOFT is a windows web-based software and it runs in any windows environment and hence it has excellent graphical user interface.

The Library automation was started with LIBSOFT software version 9.8.0 and later it was upgraded to 9.8.5.0 with Bar Coding System.

2. OPAC (Online Public Access Catalogue)

The library has Online Public Access Catalogue which is an electronic version of card catalogue. It helps and guides the users in a step by step manner in searching for information. The user can search -

Author wise

Title wise

Subject wise

Publisher wise

#Accession Number wise

Key words

3. LAN - The library has high speed LAN connectivity.

4. Digital Library:

The institution has a well-equipped automated digital library, which has 12 computers with latest configuration. The user can access the e-resources and library subscriptions of 6000+e-Journals, 164300+e- books of N-LIST programme.

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.33

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
1.87	1.54	1.47	1.15	0.62

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 7.5

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 70

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution upgrades its Information Technology (IT) facilities regularly to meet the current technical requirements. 144 computers are available at three computer Labs and one browsing center. Every Department has a desktop computer for their technical needs. The staff rooms are provided with LAN and Wi-Fi facility to enhance the teaching - learning process. The LAN facility in the library was introduced in the year 2017. The institution has an internet browsing center for the students as well as faculty members. The administrative section has adequate IT infrastructure with the latest Tally ERP 9 software version to record and maintain the student database.

The administrative office uses Office tools (Tally ERP 9, MS-office) for administration.

Date and Frequency of Up-gradation:

- 10/12/2017 The 3rd Floor Lab is renovated with 22 new computers were purchased with configuration RAM: 4GB * 1 DDR3 RAM, i5 Processor, HDD: 500GB from HP Desktop Computers (HP 280 G1 Micro tower PC) for overall up gradation.
- 21/01/2016 For 2nd Floor Lab 30 new computers were purchased with configuration RAM: 4GB * 1 DDR3 RAM, i5 Processor, HDD: 500GB from HP Desktop Computers (HP 280 G1 Micro tower PC) for overall up gradation.

Internet & Wi-Fi:

- Full coverage of Wi-Fi
- 300 Mbps and 200 Mbps speed internet.
- Internet connectivity to all computers

Internet Provider: Airtel Fiber net and ACT Fiber net

Available bandwidth: 300 Mbps and 200 Mbps.

The plans for IT infrastructure development are given top priority for effective teaching – learning process. The strategies adopted for ensuring adequate IT infrastructure are as follows

The institution assesses the replacement / upgradation / addition to the existing IT infrastructure based on the requirements. Optimal deployment of IT infrastructure is ensured by organizing workshops, awareness programs, training programs for faculties and students. IT infrastructure is maintained by qualified lab assistants and system administrators.

The institution always reviews the current needs and upgrades computer labs with deployment of software applications, UPS, generators and the internet bandwidth, from time to time.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 6:1

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 250 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**Response:** 68.9**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
52.27	61.52	68.16	68.99	58.03

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	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:**

The institution has well established systems for maintaining both physical and academic facilities. There are specific personnel appointed for maintenance of infrastructure.

Classrooms Maintenance

The house keeping department takes care of all the cleanliness of the classrooms and the entire campus every day. Inspection and maintenance of the classroom furniture's and equipments is done on a regular basis.

Laboratories Maintenance

The institution has well equipped laboratories – Computer Labs, Business Lab, Physics Lab, Electronics Lab, Genetics Lab, Bio- Chemistry and Bio-Technology Lab. The laboratories are maintained by qualified System administrators, Lab technicians and Lab attenders. The Stock register, Log books mentioning entry and exit, Project reports / records etc. are maintained. Regular monitoring of the laboratories is done through AMC (Annual Maintenance Contract). Fire Safety equipment is installed in labs as a precautionary measure. Annual auditing of the laboratories is done by the committee.

IT Maintenance

The Computer labs are connected with LAN, Internet, Wi-Fi, Power backup and ICT tools. IT technical staff resolves the issues like hardware trouble shooting, software installation, Maintaining Biometric devices and network related issues are monitored and maintained. The issues are taken over to technical staff and resolved immediately.

Library maintenance

The Library and information centre has resources with open accessibility for all students and faculty members. Registers are maintained to record all the details of students and staff utilizing the library. Books are issued through library cards. Two library cards are provided to each student and 5 cards are provided to faculty members. One book can be borrowed on each card. Books should be returned on or before the due date. For late submission of books, cards would be held up for the period of delayed number of days. If the books are lost or damaged, the borrower has to replace a new copy of the same. The library has 15 computers with internet facility.

Sports complex maintenance

The college has a sports room with all the sports equipments well maintained. A sports committee is created to handle the matters and concerns related to sports. This committee consists of students and faculty. Meetings are conducted by the committee regularly. Issues like budget preparation, allocation of budget, planning, and conducting of various sports competitions are discussed in these meetings.

A list of the required sports equipments is prepared for each academic year separately. The formulated requirement proposal is submitted by the committee to the concerned authorities. The details of sports equipments are maintained in the stock register. Students are permitted to play during the sports hours and to practice for any competition. Students are permitted to utilize and take sports materials with prior notice to the Physical Director. They must enter the details of materials in the register. The concerned authority makes a note on return of the same in the register. In case of any damage observed, the same is recorded in the register pending further action. A first aid box is always available for the students in case of any emergency.

File Description	Document
Upload 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 last five years

Response: 19.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
205	214	160	135	145

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 5.72

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

2019-20	2018-19	2017-18	2016-17	2015-16
137	60	31	23	5

File Description

Document

Upload any additional information

[View Document](#)

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 39.56

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

2019-20	2018-19	2017-18	2016-17	2015-16
447	342	310	357	285

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

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 28.69

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

2019-20	2018-19	2017-18	2016-17	2015-16
22	118	108	89	62

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 47.37

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 144

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

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 40

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	1

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	1

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 (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 17

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

2019-20	2018-19	2017-18	2016-17	2015-16
7	4	1	4	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

The institution has a well functional **Student Council** which takes care of augmentation of various academic and administrative activities for student benefit and welfare. The purpose of Student Council is to give students an opportunity to develop leadership by developing and organizing various activities to learn about democratic process, civic responsibility, leadership qualities, teamwork and problem solving abilities.

The Institution provides privilege to the students to serve as Student Council President, Vice Presidents, Secretary, Joint Secretaries, Treasurer and Members of various student committees on a selection basis among the students.

Students Representation in Administrative activities

Student Member council takes an active role in the following Administrative activities;

- Student's grievances
- Infrastructure
- Anti-ragging.
- Cultural Activities
- Sports Activities

Student Council Representation in Public Spirit

The council actively participated in public spirit programs like -

- Sapling plantation
- Cleaning of college premises
- Swachh Bharat Abhiyan
- Blood donation camp
- Seed ball Abhiyan
- NSS camps

Student Council Representation in Institutional Social Responsibilities

The Student Council has been organising **SMILE** program for the past five years for the psychological upliftment of under-privileged kids. The aim of this program is to bring a smile on the face of waif-kids. It is an institutional social responsibility program where nearly 500 waif-kids are given food, entertained with cultural and sports activities. Approximately 6 to 8 waif homes participate and win prizes in various events.

SMILE provides the platform for the kids to excel themselves in various fields and paves way for the innocent kids to join the society without any constraints and identity. The kids show their inborn talents in various areas. Programmes are organized to make the kids feel happier in a pleasant and admirable environment.

Kids participate with enthusiasm in running race, lemon and spoon, sack race. They found themselves more complete and comfort by innovating their ideas in the form of paintings. Kids show their talent in competition like singing and dancing. The entire program is managed by the student council. Thus, the institute along with the Student Council have shown an active participation for enhancing the name and fame of the institution.

By this program our students come to know the love and affection of their parents who have blessed them with a happy life.

List of Events Organised by the Student Council

Name of the Program

1. Teachers Day
2. SMILE Programme

List of Events Participated by the Student Council

Name of the Program

1. Intercollegiate Fest
2. Sports Day
3. College Day
4. Graduation Day
5. NSS Programme
6. NCC Programme
7. Eco-Club.
8. Yoga

9.Red Cross

File Description	Document
Upload any additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 25.4

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
27	36	25	23	16

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The main objective of the Alumni Association is to bridge the gap between the institution and alumni. Our institution has a Registered Alumni Association. They have been responsible for keeping complete track with their required details; inform them about the current changes and achievements of the institution. Alumni association meetings take place yearly and future plans are discussed in the meetings. Along with the association meeting, annual alumni meet is also organized at the institute level every year. Alumni contribution happens in various financial and non-financial forms. Alumni association works for the benefit of the institution and students.

During the interaction, alumni highlight the importance of current trends in the market and guide the students on career opportunities in different fields. They also share their personal experiences with students. Alumni visits campus at regular intervals to support the existing batch of students in planning and organizing events, extend their support and guidance. Alumni who are entrepreneurs have been providing inputs on how to start a new venture and turning them in to job providers. The alumni actively participate in social service combining with creative activities for rural area kids in NSS camps.

These activities are quite motivational and create enthusiasm among children resulting in awareness related to importance of education among rural children. Whenever, these alumni visit the campus they motivate students to follow their path for the betterment of the society.

File Description	Document
Upload any additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	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 and in tune with the vision and mission of the institution

Response:

RJS First Grade College is a Prestigious institute of Karnataka ReddyJana Sangha (KRJS) was started in the year 1993 is one of the affiliated colleges in Bangalore University and Bangalore City University accredited with 'B' grade by NAAC, located at the hotspot of Koramangala, sprawling acres of land, almost uncontaminated by any kind of pollution, considerably adjacent to BDA Complex and well connected by city bus network from the different areas of the city. It is well known organization which thrives for quality education since its beginning. This is the college with a distinctive academic profile blending into commitment to rural ethos and a modern spirit. The academic life on the campus is vibrant and exciting with seminars, special lectures and workshops throughout the year. The programs are designed to be learner friendly and cost effective.

Students gain experience at our college that underscores the harmony necessary between academic and co-curricular endeavors.

Our college theme is woven into an educational philosophy and curriculum intended to prepare students for a future that demands ethical integrity, creativity, self-understanding and implication of science and technology.

The college occupies a special rank in the field of catering the needs of students with multiple branches, nurturing the qualities and values as well ensuring friendly campus environment, which could be conducive to learning for them. It is a credit for the college that attracts students from all parts of the country and even NRIs as well foreign students in its process of admission.

We profoundly state that this is the college which steers the students to comprehend and widen their knowledge in all perspectives with a practical approach in a congenial climate, which boosts morals at every step and replace the empty mind with an open view.

VISION:

To create a deep niche in defining the quality element of higher education in India through an excellence of scholastic achievement in the pursuit of Education at Global level.

MISSION:

To make education affordable and reasonable to the youth and to uplift them to the higher horizon.

To build a better society in involving them as better citizens, to take up the challenges globally.

File Description	Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

Leadership:

Leadership is involved in making well-defined systems and organizational structure. Educational institutions must possess a lot of qualities for administration, needs to manage the college frame work which is the main source of power to run the college in various types of administration at college level. A college is responsible for managing the students and employees. There are also teachers who are both educators and administrators to develop course curriculum for students. The administrators created diverse environment in college and they help in getting the develop and intellectual development of students.

Institution also helps in establishing the career dreams of students while giving shape to the ambition of the leaders.

The institute has various statutory bodies for development of policies, regulations, guidelines their implementation and continuous improvement and is as follows:

- Governing body
- Finance committee
- Academic committee
- Admission committee
- Examination Committee etc.

The institution practices decentralized and participative management approaches in all its activities and decision making by involving the Principal, In-charges, Heads of the departments and faculty members at all levels. The various committees are in place to review the progress in various functions and accordingly take necessary action for ensuring excellence in respective areas. The culture of participative management is promoted by appointing members from teaching, non-teaching, students, alumni, employers and parents. They are involved in decision making at various levels. The Institution organizational structure has laid down structure supported by qualified and competent teams. The administrative and academic responsibilities are decentralized to provide effective educational leadership for effective implementation and monitoring of various policies, regulations and guidelines at various levels. The faculty and staff members are got involved by the leadership in developing and implementing the management systems at various levels. The faculty members are nominated in various statutory bodies and committees for decision making and managing the various functions of the institute. Regular inputs are taken from faculty and staff through monthly meetings of the faculty / brain storming sessions for continuous improvement in the system.

File Description	Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

PERSPECTIVE PLAN:

1. To make compliance of the recommendations made by the NAAC peer team at top priority.
2. To construct a separate and spacious girl's hostel building with all required facilities.
3. To strengthen add on courses and revise them as per the needs of students.
4. Up-gradation of the classrooms with ICT facilities.
5. To introduce new courses.
6. To conduct remedial classes for students who are back in academics for attainment of good outcomes.
7. To organize maximum programmes/activities for contributing to the national development. (NSS/NCC)
8. To enrich library with international journals
9. To adopt one village and make it ODF free.
10. To enrich library with maximum printed books and extend to e-resources.
11. To make the campus Wi-Fi.
12. Beautification of the campus with innovative environmental practices.
13. To modify the computer lab.
14. To energize feedback mechanism and involvement of the students.
15. Conduct more number of national conferences/ symposium/seminars/workshops.
16. To arrange programs for capability enhancement and development schemes
17. To purchase more equipment's to strengthen sports department.
18. To make compliance of audit in due time.
19. To introduce software to promote and manage good attendance system of the students by seal tab automation.
20. Introduction of eco-friendly practices at college campus.
21. Academic Audit and digitization of administration by office automation.
22. To organize FDP by art of living to improve emotional health and reduce stress.
23. Construction of entrance arch to give new look to the college.
24. Construction of new college cafeteria.
25. To introduce new staff welfare scheme.
26. To conduct career oriented programmes.

STRATEGIC PLAN 2015-2016

1. Feedback system implemented.
2. Introduced software to promote and manage good attendance system of the student SKYRIES
3. Career oriented programs.

- 4.National conference (Techorate).
5. VIBHAVAT-2
6. Conducted of add on courses.

STRATEGIC PLAN 2016-2017

1. NAAC Sponsored Conference.
2. Staff welfare programme
3. Kho Kho competition at University level
4. International conference
5. Placement Activities.
6. Seed ball making
7. Conducted of add on courses.
8. Transportation facility provided to students and faculties

STRATEGIC PLAN 2017-2018

1. Computer Lab up gradation.
2. Gender sensitization Activates.
3. VIBHAVAT-3.
4. Women empowerment programme
5. Conducted of add on courses.
6. Alumni meet

STRATEGIC PLAN 2018-2019

1. Construction of entrance arch to give new look to the college
2. To construct the new canteen at the campus
3. To conduct remedial classes for students who are back in academics for attainment of good outcomes.
4. Renewal of Library software (LIBSOFT).
5. Internet Speed Increased to 100MBPS.
6. Installation of mineral water purifier in the campus

STRATEGIC PLAN 2019-2020

1. Inauguration of Indian red cross society
2. VIBHAVAT -2020
3. WhatsApp group created for students and parents
4. Study martials uploaded in college website
5. Digital display was installed

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

The college is permanently affiliated to Bangalore University and Bangalore Central University. The college is governed by the President, the Chairman, and the Secretary. At the college level, the Principal is the apex of the internal administration and is assisted by the Vice-principals, HODs, staff, and IQAC.

Administrative Setup:

The administrative setup consists of the Principal followed by the Vice-principals, faculty in charges, Clerks, Assistants, and Attendants. The organization of departments includes Heads of Departments and Associate Professors; The formal organizational structure of the library staff includes the Librarian and Library Assistant. Organizational structure of the Department of Physical Education and Sports includes a Director of Physical Education and the Attendant.

Service Rules:

For the service conditions and rules, the college follows the rules and regulations laid down by the Bangalore University, UGC and KRJS management.

Procedures for Recruitment:

In the college the recruitment is carried out in two different ways: Permanent Posts. These posts are recruited by the Management according to Bangalore university rules and regulations and UGC.

Temporary Posts (Non-Grant): These posts are recruited by the Management according to the norms of the Bangalore University, UGC and KRJS.

Procedures for Promotion:

The promotion is allotted according to Bangalore University, UGC Guidelines and KRJS Rules.

Grievance Redressal Mechanism:

The college has an Anti-Ragging Committee and Disciplinary Committee for timely redressed of the student and the faculty grievances. The mechanism is as follows:

a) Student's direct access to authorities – Students can directly approach the Principal, the Vice principals, and Heads of the Departments to lodge their grievances.

b) Student's suggestion Box – The students can put their complaints in written form in the suggestion boxes kept at different locations on the campus. The boxes are opened periodically and the authorities take cognizance of the grievances and suggest appropriate measures.

c) Student Council - The grievances of students are received through the members of the Student Council, and the appropriate measures are taken care of Redressal

d) Open Discussion with employees - Primarily, the Principal, the Vice-principals and the Registrar resolve the grievances of employees through open discussions and interactions.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any 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 institution has various welfare measures for teaching and non-teaching staff. Some of them are:

- Health insurance for Teaching and Non-teaching staff.
- Loans can be recommended from RJS Sangha for teaching and non-teaching staff
- Employee Provident Fund for both teaching and non-teaching staff.
- Sponsorship to attend state and national level conferences.
- Maternity leave of 90 days is provided to eligible staff members.

- Employment Welfare Fund is provided to both eligible teaching and non-teaching staff.
- Employee State Insurance is provided to teaching and non-teaching staff as per ESI Act.
- 40 days of vacation for faculty members and 30 days of vacation for non-teaching staff.
- Faculty Development Programme for faculty members on a regular basis.
- Skill development courses for non-teaching staff members
- Flexible attendance system for teaching and non-teaching staff with biometric system.
- Salaries are given during the medical leave.
- Employees are given with health insurance facility from religare.

File Description	Document
Paste 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: 13.13

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

2019-20	2018-19	2017-18	2016-17	2015-16
11	9	0	1	0

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	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: 2

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	1	1	2

File Description	Document
Upload any additional information	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 66.81

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
19	28	21	10	28

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Yes, the Institution has a performance appraisal system for all teaching and non-teaching staff of RJSFGC College. Every faculty member teaching and non-teaching has to submit self-appraisal form to the Principal at the end of the academic year. Teaching faculty performance is reviewed based on student results, punctuality, commitment, teaching skills, number of papers presented, number of conferences and

workshops attended, research projects undertaken and involvement in other college activities. The college provides appraisal for all the teaching faculties who have secured cent percent results in their respective subject

Faculty performance is also assessed by HOD, Principal and Management. Student's feedback on teachers and teaching learning process are reviewed with utmost importance.

All self-appraisal forms are carefully read by Principal. Principal evaluates performance based on the following key parameters

- **Results**
- **General Behaviour and Attitude**

Regularity and punctuality Leaves Consumption – CL, EL and ML

Willingness to take up work from time to time

- **Outstanding Achievement**

University ranks, additional qualifications like NET, SLET, M.Phil, Ph.D or any other distinguished achievement - personal or institutional

- **Student Feedback**

For underperforming in any of the above parameters by the faculty, Principal conducts personal meeting with the faculty. As the outcome of the meeting, Principal helps to empower the faculty with required skills and expertise by deputing to faculty training programme as needed.

Non-teaching faculty are assessed based on attitude towards public, co-workers, staff/student relation, job performance, pro-activeness, behavior towards supervisor. A certificate of appreciation had been issued to them by the management of the college appreciating their efforts. Adding on to this, the management has also honored them with cash prize. The process of evaluating Self-Appraisal form every year helps faculties to involve in many activities and evolve as a competitive teacher. Further, the college and management is also looking forward to develop a new appraisal method through different modes for the working performance of the staff-members.

File Description	Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The accounts and procedures of internal and external audit of finance are carried out by the head of the accounts team on daily basis (day to day). The audit of accounts and submission of income taxes are being carried out regularly each/ every year.

- The institution has constituted a mechanism for internal and external audit.
- The internal audit is carried out by a team of members from KRJS at the first level to monitor the efficient utilization of the resources.
- At the second level an agency of certified Chartered Accountants is appointed by the management to perform the audit.
- The external audit is carried out by government auditors as per the provisions of the Karnataka Government rules and regulations by the office of the Accountant General as necessity rises.
- The internal audit is up to date and completed for the last financial year 2018-2019.
- There are no audit objections since the institution follows the best system controls in quotations, comparing the rates, purchase and approval at every stage of implementation and every financial deal is sanctioned by the head of the institution and HOD's of various department.

File Description	Document
Upload any additional information	View Document

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

Response: 1.18

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0.55	0.63	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers 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:

The availability of fund is essential for any organization, society, family or co – operatives but the Movability of fund is even more important. If the movability is in the right direction and coordinate then the level of progress will be high. Otherwise it becomes ineffective even though the fund is available. Therefore, the movability of fund is important for the development of organization. The principal, HOD's, OS and concerned administrative staff and the committees of the college monitor the use of resources received from the Management. The allocated funds are utilized to purchase equipment's and chemicals, to organize seminars, workshops and conferences also to purchase stationeries.

The administration, the finance committee and the management board, review the use of resources Including audit, budgets and accounts. They make recommendation for better handling of resources and effective mobilization of available funds. For the smooth working of our college various committees have been constituted. Each committee Study its own field. The Planning and Analysis Committee they look over these requirements minutely and then adding the future aspects and planning, forward it to finance Committee for clear opinion. The Finance Committee goes minutely all the suggestions and analysis and then act accordingly for the betterment of students, Teaching and non – Teaching staff. The report is finally handed over to the Management Committee. No institution is recognized by its infrastructure but by the success of its students studying in it. Some of the fund is invested on purchase of books and apparatus, sports, conferences, FDP's and Youth festival and some other programs.

A healthy mind resides in a healthy body. For this various programs like sports, yoga, personality development and other activities are organized and the finance committee spends certain percentage of proceed towards their bright future by gaining knowledge and through their overall development. For effective teaching and learning it is very important that the environment and campus of the institution be clean and attractive. The entire college staff and students are always for it. To maintain the campus, the institution spends a certain percentage of the fund provided by management.

There is always a need for maintaining and upgrading the facilities provided by the College from time to time. In addition, improvement in infrastructure is also needed. Hence, there is a of provision of certain percentage of fund for electricity, water, internet website and telephone bills. To upgrade the students, professors and employees' various programs such as guest Lectures, seminars, discussions etc. are organized Institution also participate in Different, research work. And certain percentage of fund is spends to maintenance apparatus and purchase, miscellaneous expenses and emergency expenses. This fund is beneficial at the time of need and the development of the college is never hindered. At the same time the allotted fund can be interchanged in case of very important condition. In this way through effective financial management the college is attaining new heights and achieving its goal.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the

quality assurance strategies and processes

Response:

IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes with the following well-defined objectives:

- To adopt effective policies for functioning of the institution and quality enhancement in academics through curricular enrichment and human values based initiatives.
- To augment the teaching, learning through ICT and continuous monitoring of evaluation.
- To enrich the Quality enhancement through internalization of quality culture by involving students and all the other stakeholders in research and extension activities.
- To enhance the Physical facilities and library and of the institution.
- To encourage the students' performance in academics through scholarships and monitor on the progression.
- To empower the overall institutional development through quality policies.
- To implement distinctiveness and best practices for quality improvement and eco-friendly initiatives.

The enrichment of curricular aspects at the institution has been successful by providing add on certificate courses to all the Programmes. Yoga, meditation and Institutional social responsibilities such as 'SMILE', NSS, NCC etc. related to Human values and ethics have been incorporated to reach out the human values. Also the effective feedback collection, analysis and review has been monitored. The continuous monitoring on student's enrolment, students-teachers ratio, students diversity, teachers quality and outcome based education, result analysis has been initiated. The teaching, learning process has been standardised through the utilization of modern aids

The research and extension activities have been identified to enrich the quality culture of the institution. The initiatives include encouraging faculty members and students participation at various state/National/International workshops, Seminars and Conferences. Also encouraging students to involve in projects and internships. Motivating students to participate in NSS, NCC, Eco club, Red cross and Student council initiated and stake holders inclusive Institutional social responsibility programmes such as 'SMILE'.

The Physical facilities availability for the effective functioning of classes by providing well established facilities required on campus. The library with access to e-resources facilitates the faculty members and students along with the issue and reference books of national and international standards. The students are encouraged with scholarships from the management and other governmental bodies in recognition with their merit, economical conditions, caste reservation etc. Also students support system includes the motivation of students to participate in cultural and sports activities.

Decentralized and Participative Management focus through quality policies on evaluation of Faculty members performance through self-appraisal and maintenance of updated service records. The eco-friendly initiatives includes Waste management, use of Bicycles, Ban on Plastic bags usage on campus, Rain water harvesting, Use of alternative energy resources, Landscaping with green cover on either sides, sapling plantations on campus, NSS special camps to create awareness on community services, encouraging students and faculty members to participate in environment related rallies are monitored. Also facilities such as Ramp, Lift, Wash rooms, softwares are available for differently abled students. The institutional

distinctiveness includes ‘ SMILE’ event to serve nearly 500 orphan children and Best practices includes ‘VIBHAVAT’-National conference and remedial classes.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC of the Institution periodically reviews the teaching learning process which consists of Teachers and Students. Both play a key role in effective functioning of an institution through their performances. The structures and methodologies of operations include assessment of the teaching process based on quality performance by teachers at profession. The self appraisal, feedback and results are the main parameters used for the analysis. The learning process is monitored through the Students performance in internals at three levels and their commitment at assigned learning tasks. The following facilities contribute towards the strengthening of teaching and learning process:

- The departments are equipped with ICT facilities for effective classroom teaching and learning process.
- Organizing various Faculty development and Orientation programmes, Guest lectures, Seminars, Workshops, Conferences to strengthen teaching and learning process.
- Adopting experiential learning methods such as projects, internship, field visit, industrial visits etc.

In order to distinguish learning outcomes, the IQAC intermittently reviews teaching learning process and suggests on steady and standard expansion. The learning outcomes of the program and target level of attainment are defined well in advance. As a part of the process, the college has implemented the following initiatives:

- Value added courses have been introduced to bridge the gap between the university curricula and the industrial need.
- Feedback system has been adopted for overall learning outcomes.
- Remedial classes for slow learners have been one of the best practices.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Safety and security for women:

1. The institution has established a women empowerment cell to empower women and to enhance understanding of issues related to women and to make this campus a safe place for women students. The cell aims to create an awareness of the women rights and to empower women. The objectives of the cell are identification of strong leadership and building their capacity, the provision of opportunities and programs for women to be financially and psychologically empowered and their growth as individuals in their own rights. Aiming at intellectual and social upliftment of women, the cell stands for facilitating women empowerment through guest lectures, seminars, counselling, awareness programs and other welfare activities.
2. **Grievance Redressal Cell** - Robust mechanism is in place for grievance redressal through anti-ragging committee, internal complaints committee and anti-sexual harassment committee.
3. The institution premises are under the surveillance of 24/7 CCTV cameras and security guards.
4. Timings for entry and exit into the campus are monitored.
5. The institution provides hostel facilities for both boys and girls. Under the security measures the institution provides girls hostel inside the campus.
6. The institution has a Discipline Committee headed by faculty members to maintain discipline.
7. There is a regular Police patrolling outside the campus.
8. There are SMS alerts for the safety of students.
9. The institution practices gender and social sensitization by organizing meetings, seminars, workshops and social events providing a platform of equal opportunity and co-existence.
10. The institution has infrastructure that is reflective of gender-specific needs and it has common room and rest rooms for women faculty members, students and other staff.
11. Healthcare and Medical emergencies - Students have access to healthcare needs and medical emergencies at nearby super specialty hospital. The ambulance services and other paramedical support are also available on call.

Counselling:

1. Women empowerment cell counsel the women students periodically to redress their issues.
2. There is an Orientation Programme for students to introduce them to the new environment and to help them cope with the changes.
3. Personalized mentorship and counselling programs are organised to give support and thrust towards progression to higher education and placement.
4. At the department level a) For each class one faculty is given in-charge ship to address their grievances. b) For each course one co-ordinator is appointed who help the students in curricular and co-curricular activities. c) Parent- teacher meetings are conducted to inform them about their wards' progress in studies and matters regarding their behaviour.
5. **Professional counsellors:** Professional counsellors help the students in dealing with personal

matters like mental stress, depression, general disinterest in studies, ward- parent and student-faculty relationships, failing in examinations, personal losses etc.

Common Rooms:

Separate Common rooms are provided for boys and girls with necessary facilities.

Day care centre for young children:

Day care is one of the most effective ways in which colleges can help their employees in completing their work without being worried about their child's welfare. KRJS provides an on-campus, affordable day care facility.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system

- **Hazardous chemicals and radioactive waste management**

Response:**Solid waste management:**

The institution practices the segregation of solid waste and its effective management in the campus. The collected waste is segregated at the source of generation. The waste bins are placed separately for dry and wet waste at every corner of the corridor, wash rooms and common room. The dry waste bins are also placed in laboratories, library, classrooms, etc. The dry and wet waste is handed over to BBMP waste collection agency for further treatment. NSS has conducted several awareness sessions in the college and outside on awareness on the segregation and efficient management of solid waste. “**Seed Ball Abhiyana 2017**” was organised to create awareness in utilising cow dung, mud, seeds etc. Seed balls were made using solid wastes. In the year 2015 NSS special camp was organized in Halanayakanahalli, Anekal Taluk. The NSS students cleaned the village, school and temple premises. NSS team created awareness on wet waste and dry waste and they made people involve in segregation of waste.

Liquid waste management:

The institution practices segregation of waste water from wash rooms and water from laboratories. Liquid waste from the wash rooms is channelized to the Municipal drain and waste water from laboratories is disposed of into closed collecting tank after neutralizing the chemicals etc.

Bio medical waste is being dealt with more care. Microbiological items are autoclaved and disposed of. Proper drainage systems are there in all laboratories. Water effluent from laboratories (biology and chemistry labs) goes through drainage system. Tanks are regularly cleaned, and any leakage is attended to immediately.

Biomedical waste management:

The institution is not involved in any clinical experiments directly hence no biomedical waste is generated.

E-waste management:

The condemned batteries and damaged computers are disposed of. Obsolete computers and other electronic gadgets are sold to recyclers. E-waste generated is given to the authorized dealers who purchase the scrap and reuse the useful components. Apart from this, the electronic and electrical instruments under repair are given to the students during the lab sessions to dismantle and reassemble, which help in application oriented learning.

- On 1st October 2015 a talk on E-waste management was organized. Ms. Apoorva, a representative of Sahas NGO enlightened all our NSS volunteers through a talk on E-waste management.
- The college has developed the bulk message system for students, teaching and nonteaching staff, by Email and WhatsApp groups. Information is passed through electronic gadgets instead of using paper.
- Separate bins are kept in lab for disposal of e-waste.

Waste recycling system:

Solid waste is being separated and its being segregated, later transferred to BBMP for recycling. Waste recycling awareness programs are conducted.

Hazardous chemicals and radioactive waste management:

Hazardous chemicals are kept separately in the store room away from the reach of students. Lab in charges take care of the chemicals and safety norms in the laboratory. Students are made aware of the hazardous chemicals and safety aspects before utilizing the chemicals. The labs are well ventilated and spacious.

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit**
- 2.Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions / awards**
- 5.Beyond the campus environmental promotion activities**

Response: E. None of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Disabled-friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

RJS First Grade College is an institution run by Karnataka Reddy Jana Sangha. Admissions are given irrespective of religion, caste and region to show the integrity. Scholarships are given to scheduled

caste(SC), scheduled tribes(ST), Other backward classes(OBC) and financially underprivileged students. Those who study here, are from different states like Karnataka, Andhra Pradesh, Telangana, Tamil Nadu, Kerala and others. Our students are multi-lingual. Most of them speak three languages and some of them speak more than three.

The institution makes efforts to bring inclusive environment among students and teachers. The tolerance and harmony towards cultural, regional, linguistic, communal, socio economic and diversities are best achieved by celebrating Annual Day, Inter Collegiate Competitions, Inter Class Competitions, Youth fest and Ayudha Pooja.

Our cultural activities are linked to different languages and regions. The cultural programmes consist of songs and dances in Kannada, Telugu, Tamil, Malayalam, Hindi and English. Even co-curricular activities allow choice of language. We have debates in English, Hindi, Kannada and Telugu. 'Pick and Speak' also gives the same choice.

Staff members also represent different states like Karnataka, Andhra Pradesh, Telangana, Tamil Nadu, Kerala and other states. Multi-lingualism prevails in the college staff room and most of the teachers are multi-lingual. Teachers make an effort to learn different languages and this leads to a harmonious working condition within the staff room and in the institution. The institution organizes multi-lingual national level conferences every year. Though the medium of instruction is English, the institution offers Kannada, Hindi, Telugu, Tamil and Sanskrit as second languages.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

A citizen of a country is an individual recognized under the custom or law as being a legal member of a sovereign nation.

Citizens are one of the strong pillars of the country. They can enjoy all the fundamental rights which are provided by the constitution. At the same time, they should carry out the fundamental duties.

A citizen is responsible to protect the country and make the nation proud and follow the rules and regulations as stated in the constitution.

Life can become smoother if rights and duties go hand in hand and become complementary to each other. Rights are what we want others to do for us where as the duties are those acts which we should perform for

others.

The Institution also follows standard protocol in celebrating all our national and state festivals like Independence Day, Republic Day, Gandhi Jayanthi and Kannada Rajyothsava to develop patriotism among the staff and students. These festivals are organized by the NCC unit.

A special training is provided to the NCC cadets, NSS and Red Cross volunteers for serving society and to teach them about the responsibility, rights and duties of citizens.

The students are taught to respect the National Flag and the National Anthem and all programmes are concluded with the National Anthem.

The Institution cherishes and follows the noble ideals which inspired the freedom fighters. As a mark of remembrance we celebrate Gandhi Jayanthi, Kargil Vijay Diwas, Veer Jawaans Day etc. We have quotes of some great leaders on the corridor walls.

We teach the students about Sovereignty, Unity, Integrity and Brother Hood so that they do not discriminate.

There is an NSS unit which trains the students to protect and improve the natural environment which is one of the duties of a citizen.

The Institution promotes awareness among the students about the various aspects of Indian Citizenship through its Scholastic and Co-scholastic activities.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

A commemorative day is a time to reflect and remember those who lost their lives in serving the country and it is celebrated ceremoniously.

The Institution pays honor to all the national heroes on the birth and death anniversaries to show our regard for the values they held. The institution celebrates all national and international commemorative days.

The commemorative days celebrated in the institution are;

1. National Youth Day – 12th January
2. Republic Day – 26th January
3. International Women’s Day- 8th March
4. World Environment Day – 5th June
5. International Yoga Day – 21st June
6. World Population Day – 11th July
7. Independence Day – 15th August
8. Teacher’s day- 5th September
9. Gandhi Jayanthi - 2nd October

Details are as follows:

- National Youth Day is celebrated in RJS First Grade College on the 12th of January to commemorate the Birth Anniversary of Sri Swamy Vivekananda.
- Republic day is celebrated every year in RJS First Grade College on the 26th of January to honor the date on which the constitution of India came into force.
- International Women's Day is celebrated in RJS First Grade College on the 8th of March to show gender equality.
- World Environment Day is celebrated in RJS First Grade College on the 5th of June by creating awareness on environment and by planting saplings.
- Yoga embodies the unity of mind and body, thought and action and man and nature. Yoga is a holistic approach to health and wellbeing. RJS First Grade college celebrates International Yoga Day on the 21st of June every year by practicing Yoga.
- Every year on the 11th of July RJS First Grade College celebrates World Population Day to create

awareness on causes and effects of population explosion.

- Independence Day is celebrated in RJS First Grade College on the 15th of August every year. We hoist the national flag and pay tributes to freedom fighters.
- Every year Teacher's Day is celebrated on the 5th of September in RJS First Grade College on the occasion of Dr. Sarvepalli Radhakrishnan's Birth Anniversary.
- Every year Gandhi Jayanthi is celebrated in RJS First Grade College on the 2nd of October.

File Description	Document
Link for any other relevant information	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for Geotagged photographs of some of the events	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

BEST PRACTICES 1

TITLE OF THE PRACTICE: VIBHAVAT

(VI-Vignan, BHA-Bhasha, VA- Vanijya, T-Tantragnan)

Introduction:

'Vibhavat' is a multi-disciplinary national conference organised every year by the institution. The different disciplines are Science, Commerce, Computer Science and Languages. It takes a lot of effort and brain storming in implementing this practice. It becomes possible only when the whole institution works as a team. It took several years to bring perfection into this programme.

Objectives:

The practice is based on the understanding that it is not easy to keep up with the knowledge explosion that is happening all over the world. What teachers learnt in the past is not sufficient to prepare the students for the future. They need to update themselves in the matter of knowledge. What students get from the classroom may not be sufficient for them to pursue a worthwhile career. They need to learn from outside the books, too. This conference helps both students and teachers to learn. The main objective of this practice is to share knowledge in the following arears and manner:

- 1.Science –to keep track of new developments, discoveries and inventions in the field of natural sciences and physical sciences.
- 2.Language –to create awareness on new linguistic developments like new genres, uses, styles etc.
- 3.Commerce – to keep in touch with the changing marketing trends and the use of technology for the same.
- 4.Technology- to provide an insight into the field of innovations, new generation techniques and upgradation of technology.

Context:

The institution deems it necessary to organise conferences, seminars and workshops for the following reasons:

- 1.Education plays an important role in the development of a country.
- 2.There has been a knowledge explosion since the advent of internet.
- 3.Conferences are an integral part of university education.
- 4.Teachers find it necessary to keep themselves up to date so as to prepare the students for the future.
- 5.Since technology has become an integral part of modern living, everyone has the need to keep themselves up-to-date in such matters.
- 6.Conferences provide the necessary knowledge for the conduct of workshops.
- 7.Due to globalisation, commerce has the need to use modern technology.
- 8.Awareness on ecology has become essential even for the layman.
- 9.Seminars on psychology and right living is essential to keep the mental balance of individuals.
- 10.The human resource requirements of one place differs from the requirements of another place. These requirements, to a certain extent can be met by conferences like Vibhavat.

Practice:

‘Vibhavat’ is a mega event preceded by a preparation of one month. The planning stage starts with a brainstorming. The discussions revolve around the choice of topics, the choice of resource persons and parameters for the selection of papers to be presented.

Topics are recommended by HOD’s in consultation with the faculty members. They are finalised by the team in consultation with experts and resource persons. Resource persons are finalised by the team in consultation with the management.

A brochure is prepared one month in advance. The brochure specifies date, topics and resource persons. The brochures are distributed personally and through WhatsApp, E-mails and YouTube. The team works with enthusiasm. A certain number of final year students are encouraged to attend the conference. The brochures are distributed to professors, scholars, academicians, entrepreneurs, technocrats and intellectuals.

On finalisation of the topics, there is a brainstorming at the department level. All faculty members are encouraged to present papers on any of the topics chosen. The brainstorming is meant to motivate the teachers. The institution has sufficient materials and e-resources to help the faculty members in their efforts. The faculty members are also encouraged to share their experiential knowledge among themselves.

The real task begins when the papers start coming in. A committee is constituted to select the papers for presentation. The parameters for selection relate to the length of the papers, adherence to the specified topics or sub –topics and clarity of thoughts and expression. The finalisation of papers is left to the organiser. The papers which are accepted are made into a book later on.

On the day of the programme, once the inauguration is over, the papers are presented on different venues based on the topics. This helps the listeners to choose their venues based on their interest. This also provides sufficient time for the maximum number of papers to be presented orally. Although, nearly 60 papers come for presentation all of them do not get a chance for oral presentation. Our own faculty members abstain themselves from oral presentation to give a chance to the invitees. The participants are allowed to ask questions to clear their doubts. Genuine students find this a platform for extra learning.

Evidence of success:

1. The programme has been attracting nearly 300 participants every year, on an average.
2. On an average, paper presentations reach a number of 60 yearly.
3. We get good feedbacks from most of the participants.
4. We have been able to attract participants from many of the institutions of Bangalore as well as other states.
5. The resource persons often commented on the systematic conduct of the conference.

Problems encountered:

1. In the initial year we could not attract the desired number of participants.
2. In the same manner, we had problem with the quality of some of the papers.
3. It took us a few years to attract papers of national standards.
4. Topic selection becomes difficult due to changing scenarios in educational field.
5. Gathering scholar's participation is really a challenge in this competitive field.

Recommendations:

Institutions which wish to organise such programmes may do well to pay heed to the following recommendations:

1. Consider the convenience of other institutions in fixing the dates.
2. Give a minimum time period of one month for preparation for the conference.
3. Maintain good contacts with other institutions in the matter of give and take.
4. More importance should be given for external expert's participation.

Best Practices-2

TITLE OF THE PRACTICE: Value Added Courses

Value added courses are meant to polish the students so that they will be ready to face the challenges in their respective fields. Value added courses are from different fields like science, commerce, technology

and languages. A lot of effort and money goes into the process of introducing these courses. The faculty members have to do a lot of time management in managing these classes. It becomes possible for the institution to introduce such courses because of a supportive management.

Objectives:

1. Value added courses are meant for the all-round development of students.
2. This increases their employability and helps them in campus recruitments.
3. Normally, students learn a lot of things without understanding the basic principles and this always keeps them dependent on the teacher. These courses make them independent thinkers and more self-reliant.
4. Every theory has a practical application. Learning the theory is important and it is equally important to apply it practically. Every theory should be taught practically so that practical application will not be a problem.
5. Communicative ability and Basic Arithmetic are two things which every man needs in his daily life. Value added courses concentrate on them.

Context:

Every subject has a practical application and Maths finds its practical application through 'Mental Maths'. We often find that a shopkeeper is better in mental maths than a graduate in Maths. A contractor may be as good in calculation as an engineer since he knows Mental Maths. In the same way, a student who speaks English well may be poor in written English. It is not necessary that a post graduate in English Literature should know grammar well. Sometimes a student is found to be perfect in written English but lacks communicative ability. Even those who are logical are at times found to be deficient in lateral thinking. Life skills still remains an area which the students yet remain to conquer. Life skills are the practical applications of human wisdom.

1. Mental Maths is needed in every field. This may not come just by learning Maths.
2. Communicative ability is also needed in every field.
3. Lateral thinking is necessary to solve practical problems.
4. Life skills are necessary to face the challenges of life.
5. Extra short term courses are necessary to make the students job-ready.

Practice:

Under 'Value Added Courses' we teach the students Grammar, Spoken English, Arithmetic, Reasoning, Soft skills, Life skills and Competitive Courses.

1. Students are taught the basic concepts of Maths so that they will improve their Mental Maths.
2. They are taught Grammar so that they can write English correctly.
3. They are taught 'Situational English' so that they can communicate properly.
4. They are practically trained in life skills like Time Management, Stress Management, Decision Making, Personality Development etc.
5. Certificate programmes like Tally, Training for Banking Exam, Bio-informatics, Linux Administration, Advanced Java etc. to make them job-ready.

When it comes to Maths both the teacher and the student are obsessed with the formula and not the basic

concept. A student who knows that $\frac{1}{2}$ plus $\frac{1}{4}$ is equal to $\frac{3}{4}$, may not know that $\frac{1}{2}$ means half and $\frac{1}{4}$ means a quarter. This lack of basic concept makes them poor in Mental Maths. A student obsessed with formula can work out sums only on paper whereas a student who knows the concept can work it out in his mind. Hence, at Value added classes we emphasize basic concepts.

Students are taught Grammar so that they can write English correctly. However, in some cases we find that students who were not taught Grammar write better than those who were taught Grammar. Here, the problem does not lie in the subject but in the way it was taught. In Maths, the emphasis should be on concept whereas when it comes to a language the emphasis should be on practice. A language follows no formula and cannot be taught through rules. Teaching sentence structure is equivalent to teaching Grammar. Sentence structure can be taught through oral practice. Hence, at Value added classes while teaching Grammar we emphasize practice rather than rules.

Even intelligent students sometimes fail in life because they lack in life skills. Under life skills we have 'Communication', 'Goal Setting', 'Time Management', 'Stress Management', 'Creativity', etc. Life skills are best taught through some interesting games. They are also taught manners and etiquettes to move smoothly in the modern society.

Besides the general Value Added Courses we have certain certificate programmes, department wise. They are;

1. Tally (B.com)
2. Training for Banking Exam (B.com)
3. Bio-informatics(Bio-tech)
4. Linux Administration (BCA/B.SC(PMCS))
5. Advanced Java (BCA/B.sc(PMCS)) etc.

Evidence of Success:

As far as development of personality is concerned it can often be felt and not measured. A better student-teacher relationship is an evidence of its success. A change of attitude is yet another indication. However, it can be measured through our improvement in the Campus Recruitment results.

Problems Encountered:

1. Initially we had the problem of selecting the right trainers through outsourcing.
2. We also had problem of choosing the right courses for the development of career.
3. Another problem we faced in implementing this program was in getting the teachers trained for this purpose.
4. Campus recruitment was difficult as most of our students are from rural places.
5. In the initial stages, students found it difficult to get adjusted to the new approach to learning such as computerized education, practical exposure etc.

Recommendations:

We would recommend the following for institutions which would like to introduce value added courses for the students' overall development:

1. An awareness should be created among the teachers with regard to the deficiency in our Education

system when it comes to the all-round development of students.

- 2.They should also be made aware that we should be ready to overcome our own deficiencies to introduce this concept.
- 3.The Management should be ready to spend money for the teachers who are ready to get trained in specialized institutes of their own choice.

File Description	Document
Link for any other relevant information	View Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

SMILE

‘Smile’ is a programme organized by the Student Council of our institution, every year. It is meant for children without parental care.

Objectives:

RJS First Grade College is one of the institutions run by Karnataka Reddy Jana Sangha. Service to the society is its main objective. Smile is meant to bring happiness into the lives of children without parental care. A day of happiness can help to change a child’s attitude towards life. A child with a positive attitude will be able to come out of poverty and face other challenges in his/her adulthood and become a successful citizen. ‘SMILE’ helps to instil in our students the value of service to the society. Through this programme they realise the value of relationships and family atmosphere. This also teaches them that there is more happiness in giving than in taking. Help need not always be material help, even giving love and happiness can also be of great value.

Context:

1. India is a country inhabited by a great percentage of people below the poverty line.
2. Even children who have families sometimes do not get parental care.
3. Happiness and entertainment are things alien to them.
4. The psychological atmosphere prevailing in certain families may not be conducive for the development of a child’s personality.
5. Even orphanages may not have the necessary psychological atmosphere for the development of a

child's personality.

6. Love is an emotion necessary for the development of a child.

Practice:

Smile is organised by the student council mobilising the funds from the Management, Faculty members, Students, Alumni, Stakeholders and Sponsors. Every year 10-15 orphanages register their names for this programme. Each orphanage is given in-charge of faculty members and student representatives. These unprivileged children are brought to the college on the programme day by the in-charge assisted by our volunteers. From morning till evening, the children participate in different competitions like Running Race, Relay, Lemon and Spoon, Balloon Bursting, Drawing, Singing, Solo Dance, Group Dance etc. The winners are given attractive prizes. They are provided with breakfast, lunch and snacks. The food items are generally delicacies which children cherish. Each orphanage is assigned a classroom and there will be a lot of merry making and sharing under the supervision of the in-charge. Kids are honoured with stationeries and groceries. Once the programme is over the children are taken back to their respective orphanages in our college buses supervised by the in-charges.

Evidence of success:

1. The best evidence we have is the feedback given by the children themselves as well as the orphanage heads.
2. Another evidence is the smile we see on the faces of these children which now we can see only in photographs.
3. The student volunteers can vouch for the happiness they received by giving their love to these children.
4. At the farewell time the kids refuse to leave the company of our volunteers. The emotional attachment developed in one day between our students and the orphanage kids is yet another proof for the success of this programme.

Problems encountered:

As far as 'Smile' is concerned we haven't faced any serious problems.

1. In the initial years, we encountered the problem of mobilising the resources.
2. We had a little problem in selecting and getting in touch with the right orphanages.
3. Initially we had the problem of creating awareness among our students so as to volunteer themselves for the programme.

Recommendations:

1. Other institutions can be encouraged to conduct similar institutional social responsibility programmes.
2. Student volunteers can be encouraged to share their experience with other students so as to promote the concept of service to the society.

File Description	Document
Link for any other relevant information	View Document
Link for appropriate web in the Institutional website	View Document

NAAC

5. CONCLUSION

Additional Information :

RJS First Grade College has been continuously striving hard for its excellence in both curricular and co-curricular arena through the quality policies of IQAC.

Concluding Remarks :

RJS First Grade College, located in the central area of the Bengaluru city is one amongst the best institution whose vision is to provide quality education to the under privileged and rural students.

The overall functioning of the institution under the guidance of Karnataka ReddyJana Sangha has been successful in implementing various standard policies for the all-round development of staff and students.