Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ❧ *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- ❧ *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- ❧ *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- ❧ *To undertake quality-related research studies, consultancy and training programmes, and*

- ❧ *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- ➢ *Contributing to National Development*
- ➢ *Fostering Global Competencies among Students*
- ➢ *Inculcating a Value System among Students*
- ➢ *Promoting the Use of Technology*
- ➢ *Quest for Excellence*

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

> SILICON CITY COLLEGE

1.2 Address Line 1

> #26/2, Ravindralayout

Address Line 2

> Near Police Quarters, K.R.Puram

City/Town

> BANGALORE

State

> KARNATAKA

Pin Code

> 560036

Institution e-mail address

> siliconcitycollegeprincipal@gmail.com

Contact Nos.

> 080-65602259/25618999

Name of the Head of the Institution:

> Mr. GNANESH.C

Tel. No. with STD Code:

> 080 - 65602259

Mobile:

> +91 9945070023

Name of the IQAC Co-ordinator:

Mrs. DEEPTHI SHIRAHATTI

Mobile:

+91 9900159535

IQAC e-mail address:

Deepthimahantesh80@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

KA CO GN 16416

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

The NAAC 66EC/2014. Dated 05-05-2014.

1.5 Website address:

www.siliconcitycollege.ac.in

Web-link of the AQAR:

http://www.siliconcitycollege.ac.in

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	'B'	2.03	2014	2019
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY

13/10/2013

1.8 AQAR for the year *(for example 2010-11)*

2013-2014

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

   i.   AQAR _____-_____ (DD/MM/YYYY)   NOT APPLICABLE
   ii.   AQAR_____- _____ (DD/MM/YYYY)
   iii.   AQAR_____- _____ (DD/MM/YYYY)
   iv.   AQAR_____- _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State [ ] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [✔] No [ ]

Constituent College   Yes [ ] No [✔]

Autonomous college of UGC   Yes [ ] No [✔]

Regulatory Agency approved Institution   Yes [ ] No [✔]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [✔] Men [ ] Women [ ]

                 Urban [✔] Rural [ ] Tribal [ ]

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

        Grant-in-aid + Self Financing [ ] Totally Self-financing [✔]

1.11 Type of Faculty/Programme

Arts [ ] Science [✔] Commerce [✔] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [✔]

Others (Specify) [.   -   ]

1.12 Name of the Affiliating University *(for the Colleges)*   BANGALORE UNIVERSITY

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

Autonomy by State/Central Govt. / University   ___

University with Potential for Excellence   ___   UGC-CPE   ___

DST Star Scheme   ___   UGC-CE   ___

UGC-Special Assistance Programme   ___   DST-FIST   ___

UGC-Innovative PG programmes   ___   Any other (*Specify*)   ___

UGC-COP Programmes   ___

2. IQAC Composition and Activities

2.1 No. of Teachers   03

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   02

2.4 No. of Management representatives   01

2.5 No. of Alumni   04

2. 6 No. of any other stakeholder and
     community representatives   04

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   02

2.9 Total No. of members   07

2.10 No. of IQAC meetings held   05

2.11 No. of meetings with various stakeholders: No.   01   Faculty   02

Non-Teaching Staff Students | 01 | Alumni | 01 | Others | 00 |

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

   If yes, mention the amount   [   ]

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. [ ]   International [ ]   National [ ]   State [✓]   Institution Level [ ]

   (ii) Themes | NEW PRODUCT DEVELOPMENT |

2.14 Significant Activities and contributions made by IQAC

   | Induction, Bridge Course, Placement, Graduation, Alumni, Industrial Visits, FDP, Inbound Workshops etc., |

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements

   * Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

   Management [✓]   Syndicate [ ]   Any other body [ ]

   Provide the details of the action taken

   | IQAC has initiated action to submit the AQAR to NAAC and the same was resolved in the Board meeting held on 16th May 2015 and it was resolved to submit the report in the month of July 2015. |

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	01	-	-	-
UG	03	-	03	02
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
-	-	-	-	-
Total	04	00	03	02

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	03
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni [✔]   Parents [ ]   Employers [ ]   Students [✔]
    (On all aspects)

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

Please provide an analysis of the feedback in the Annexure

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

> No

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

> No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	22	-	-	-

2.2 No. of permanent faculty with Ph.D.

-

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty

03		00		03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	05	01
Presented papers	01	05	01
Resource Persons	-	-	-

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

6 Practices:

1. Mentoring system for students.
2. Skill-Will Club.
3. ICT Training program for teaching and non-teaching staff.
4. Motivational program for student's progression in the area of developing specialized skills.
5. Innovative Teaching Practice.
6. Security Awareness of Project Management.

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

180 days

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

Internal Tests

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

Nil	Nil	Nil

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise
      distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	80	-	11	18	16	-
BBM	20	-	15	2	-	-
BCA	21	-	11	02	01	-

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

IQAC provides the development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
It also imparts knowledge through team work at relentless efforts. It promotes the research and consultancy and develops state of art infrastructure.
It promotes synergetic relationship with the industry and society to appoint well-endowed faculty and to upgrade their acumen. It also ensures timely, efficient and progressive performance of academic, administrative and financial tasks.
This cell monitors promotion, implementation and continuous improvement of innovations in Curriculum, Co-curricular and extracurricular activities of the institution. The IQAC works towards the enhancement of the learner's knowledge, capacity and personality
Following are the members of the IQAC Cell:
Mr. C Gnanesh, Principal, Chairperson IQAC Cell
Mr. Muralidhara P, HOD Dept. of Commerce.
Mr. Balaji, HOD Dept. of Computer Science.
Mr. Murali Krishna – Industrialist, External representative
Mr. Nanjappa, Manager
Mr. Ramanji iyer, Librarian
Mrs.Rekha.M, Deputy Co-Ordinator, IQAC.
Mrs. Deepthi Shirahatti, HOD Dept. of Management Studies & Member Secretary, IQAC Cell

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	05
UGC – Faculty Improvement Programme	-

HRD programmes	15
Orientation programmes	06
Faculty exchange programme	-
Staff training conducted by the university	01
Staff training conducted by other institutions	06
Summer / Winter schools, Workshops, etc.	08
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	-	-	-
Technical Staff	01	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

A training program is organized every year for the benefit of Final year students on "Introduction to Research project", for the final year UG students who are required to undertake research dissertation work wherein detailed inputs are provided to facilitate the students to understand the various procedures and formalities which are required to be followed/carried out successfully to complete the research project.
Qualified Academicians with Ph.D. are invited to be the resource persons for training program.
IQAC Regularly motivates the faculties to attained Workshops, Training and sensitising programs on Research conducted at various other institutions; however the IQAC has plans of conducting such workshop on Research in the year 2015.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-

Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No. [   ]

3.8 No. of University Departments receiving funds from: Nil

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

3.9 For colleges   Autonomy [   ]   CPE [   ]   DBT Star Scheme [   ]

INSPIRE [   ]   CE [   ]   Any Other (specify) [   ]

3.10 Revenue generated through consultancy [Nil]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations   International [_]   National [_]   Any other [_]

3.14 No. of linkages created during this year [-]

3.15 Total budget for research for current year in lakhs: Nil

From Funding agency [   ]   From Management of University/College [   ]

Total [   ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions   received by faculty and research fellows
      Of the institute in the year : Nil

Total	International	National	State	University	Dist	College

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

-

-

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

-

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

JRF [ ]   SRF [ ]   Project Fellows [ ]   Any other [ ]

3.21 No. of students Participated in NSS events: Nil

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.22 No. of students participated in NCC events: Nil

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.23 No. of Awards won in NSS: Nil

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.24 No. of Awards won in NCC: Nil

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [✓]

NCC [ ]   NSS [ ]   Any other [ ]

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

The institute with the guidance of a faculty and with the active participation of the students have been regularly conducting extension activities such as:

- Blood Donation Camp
- Swami Vivekananda
- ECO Club
- Anti-Corruption.
- Yoga (Surya Namaskar).
- Eye Camp.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.5 Acres			
Built-up Area in Sq.Mtr	44725 Sq. Mtrs	-	-	-
Class rooms	15	00	-	15
Laboratories	03	-	-	03
Seminar Halls	01	-	-	01
No. of important equipments purchased (1-0 lakh) during the current year.	2 Projectors	9 Projectors	College Fund	11 Projectors
	45 Computers	8 Computers	College Fund	53 Computers
Value of the equipment purchased during the year (Rs. in Lakhs)	00	3,91,638 (Projectors)	College Fund	3,91,638 (Projectors)
	00	1,48,966 (Computers)	College Fund	1,48,966 (Computers)
Others	00	Library Inflibinet Rs. 5000 and Biometric Rs. 20130	College Fund	25,130

4.2 Computerization of administration and library:

Yes, Both Library and Administration are been Computerized. The details of Library Automation are shown below.

Sl. No	PARICULARS	Comments if any
1	OPAC (ONLINE PUBLIC ACCESS CATALOG)	In the process of introducing
2	Electronic Resource Management package for e-journals	INFLIBNET
3	Federated searching tools search articles in multiple databases	YES(DOAJ &OMICS)
4	Library Website	Yes
5	In-House /remote access to e-publications	NO
6	Library automation	Yes
7	Total Number of computers for public access	40
8	Total Number of printers for public access	1
9	Internet band width/speed	100 Mbps
10	Institutional Repository	NO
11	Content management system for e-learning	YES(DOAJ &OMICS)
12	Participation in resource sharing networks/consortia (like INFLBNET)	YES

4.3 Library services:

Sl. No.	Library Holding	2012-2013 No. Of Books	2012-2013 Total Cost	2013-2014 No. Of Books	2013-2014 Total Cost	2014-2015 No. Of Books	2014-2015 Total Cost	2015-2016 No. Of Books	2015-16 Total Cost
1	Text Books	491	83,000	334	55,243	826	1,33,839	360	48,329
2	Reference	98		20		200		50	
3	Journals	15	22,214	15	15	22,214	15	5	10,824
4	National / International	50/8	7364 /14,850	11/5	7364/14850	11/5	7364/14850	3/2	5544
5	Periodical	14	9339	14	9339	14	9339	14	9,339
6	E-Resources		INFLIBNET	93,833	5000	93,833	5000	93,833	5000
7	Newspaper	11 types	14310	11 types	14310	11 types	14940	11 types	14940
8	CD/DVD					120		30	
9	Specify (Comp. Copy)	15	4050	15	4050	20	5500	108	19512

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	45	40	100 Mbps	01	01	03	-	-
Added	08	-	Expanded Wireless	01	-	01	03	-
Total	53	40		02	01	04	03	-

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

> Infosys and IBM resource persons had come to the college campus and conducted training program on Networking for Teachers and Students

4.6 Amount spent on maintenance in lakhs :

   i) ICT   10,650

   ii) Campus Infrastructure and facilities   4,45,085

   iii) Equipments   00

   iv) Others   00

                               Total :   4,55,735

Criterion – V
5. Student Support and Progression

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

The Institution has evolved a procedure called a Mentor-mentee system.

The Objective of the system is to extend assistance, guidance and counselling to the needy students to come out of their academic weaknesses and perform effectively in the academics. The system helps in eliminating / minimizing the percentage of dropouts and to achieve academic excellence in the Institution.

The process involved is as under:

On commencement of the program, the Institution conducts an Induction Program to ensure the students become familiar to the Institution's Processes and practices. During the program certain activity oriented games and exercises are conducted. Based on the students' participation and performance, the student's level is assessed.

Secondly, the same exercise is carried out during the Bridge program and students are assessed.

Soon after the first internal / test, Slow learners, Average learners and Advanced learners are identified.

The slow learners in each program are thus identified. Each Faculty is assigned with 10-12 students who are slow learners. The Faculty counsels students individually and in the process identify the individuals meet the Mentor and identify at least once a week to discuss, clarify and primarily to share the problems and shortcomings of the student which may be personal, domestic, academic, etc. The Faculty is equipped with all the necessary information about his/her wards on a file. The Faculty involves local guardians and parents as well, whenever necessary. Ultimately the Faculty identifies the cause academic weakness and resolves the personal and domestic personal issues through counselling. In addition to this the Institution has frame many committees in order to support the students.

5.2 Efforts made by the institution for tracking the progression

The IQAC conducts regular alumni meet on every first Sunday of Aug, considered as friendship day and during this program we get track of the progression and also the college has frame social media (Face Book) and keeps track of its wards.

Student progression	Against % Enrolled
UG to PG	60% (2013-16)
PG to M.Phil.	**Nil**
PG to Ph.D.	**Nil**
Ph.D. to Post-Doctoral	**Nil**
Employed	
• Campus selection	30% (2013-16)
• Other than campus recruitment	50% (2013-16)
Entrepreneurship/Self-employment	10% (2013-16)

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
515	37	-	-

(b) No. of students outside the state

69

(c) No. of international students

11

Men

No	%
9	1.5%

Women

No	%
02	0.5%

2015-16					
General	SC	ST	OBC	Physically Challenged	Total
35	36	02	84	-	157

Demand ratio : B.Com 13 : 10, BBM 7 : 04, BCA 4 : 03   Dropout 4.8%

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

Nil

No. of students beneficiaries

5.5 No. of students qualified in these examinations: Nil

NET [   ]   SET/SLET [   ]   GATE [   ]   CAT [   ]

IAS/IPS etc [   ]   State PSC [   ]   UPSC [   ]   Others [   ]

5.6 Details of student counselling and career guidance

The Institution has been regularly conducts Personality development programs for all the students and develops them to acquire the right soft skills. The Institution has in place MOUs with Industries and Business houses for Campus interviews. The Placement Cell co-ordinates with Industries and Business houses and organises the Campus interviews. The deserving and merit students are selected and appointed.

Pre-interview session for Campus Interview

Date	Session particular	Duration	Conductor	No. of Students attended
17th June 2013	Introduction	0.5 hrs	Principal Gnanesh	31
	Motivation session	0.5 hrs	HOD-BCOM-Deepthi	31
	Presentation on Body language during interview	1.5 hrs	Prof. Stany Miranda	31
	Presentation on Communication during interview	2 hrs	Academic Counselor & PRO-Sandhya	31
19th June 2013	Group Discussion Session	1.5 hrs	Muralikrishna	31
	Mock Interview Session	2 hrs	Prof. Stany Miranda, Sandhya.Muralikrishna	31
	Feedback from students	0.5 hrs	HOD-BCOM-Deepthi	31
	Session on resume format	0.5hrs	Prof.Stany Miranda	31

No. of students benefitted   90

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	85	39	-

5.8 Details of gender sensitization programmes

The institution has conducted a study and identified that among the total work force women constitute 66% in the college. This has made the institution to realize the importance of gender sensitization programs.

Hence the college which is also a coeducational institution organizes for its staff and students on issues such as gender inclusion, environment etc. by holding seminars on the relevant topics like women empowerment. Further the institution also observes Women's day. Seminars on women empowerment, female feticide have been conducted wherein distinguished experts are invited to share their experiences and knowledge.

The institution organizes essay competitions are held regarding environment issues to enlighten the students. Apart from this the Institution offers a subject on environmental education which is a compulsory subject.

5.9 Students Activities

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

State/ University level [✔]   National level [ ]   International level [ ]

No. of students participated in cultural events

State/ University level   National level [ ]   International level [ ]

5.9.2   No. of medals /awards won by students in Sports, Games and other events : 01

Sports : State/ University level [ ]   National level [ ]   International level [ ]

Cultural: State/ University level [✔]   National level [ ]   International level [ ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	39	5,66,086
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

Note : Since Government has initiated to sanction the scholarship amount directly to student's saving bank account (e-pass) from this academic year. 30 Students had applied for scholarship to Government, Due to various reasons 17 students application has been rejected, 11 students is pending for sanction and 2 student got scholarship fund.

5.11   Student organised / initiatives : Nil

Fairs   : State/ University level ☐   National level ☐   International level ☐

Exhibition: State/ University level ☐   National level ☐   International level ☐

5.12   No. of social initiatives undertaken by the students ☐

The institute with the guidance of a faculty and with the active participation of the students have been regularly conducting extension activities such as:

- Blood Donation Camp
- Swami Vivekananda (Rally, Run for Bharath, Anna Hazare, Anti-Corruption)
- ECO Club
- Anti-Corruption.
- Yoga (Surya Namaskar).
- Eye Camp.

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

"To reach, educate, inspire, grow and nurture today's generation."

MISSION

"To provide a joyful learning environment that empowers students to reach their educational and personal potential while nurturing their self confidence and self-esteem".

6.2 Does the Institution has a management Information System:

Yes, MIS – is generating periodical reports on the Institutions performance such as: Budget, weekly/monthly financial statements, students' periodic attendance reports, students' periodic academic performance reports, Evaluative reports with % of results, etc.,

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

6.3.1 Curriculum Development

The institute has formulated the program educational objectives for each program which analyses the objectives designs, co-curricular and extracurricular activities after taking into account the curriculum designed by the BOS by BU.

The college meticulously develops action plans for effective implementation of the curriculum. At the outset, on receipt of communication from the BOS in respect of change of curriculum and/or calendar for academic events, the academic committee of the college conducts protracted meetings with the staff members of various departments along with heads of the department to develop various strategies for effective implementation of the curriculum. Faculties are encouraged beforehand to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars, industrial visits, computer education apart from regular/traditional teaching methods. Completion of curriculum is planned properly and completed within the stipulated time provided by the BU.

6.3.2 Teaching and Learning

- Addition of classrooms and upgrading the classrooms with ICT facilities.
- Development of Wi-fi facility on the campus.
- Academic enhancement in the library with the addition of books / titles, journals and magazines.
- Digitalization of library
- Introduction of (Bring Your Own Device) BYOD scheme, teaching and non-teaching staff

6.3.3 Examination and Evaluation

IQAC has formulated an examination committee with Principal has the head and HOD's and other faculty members will have a check on examination and its smooth running.

Too mandatory internal tests and continual weekly tests are conducted and the performance of the students are been in found to their parents during Parents – Teachers Meetings.

6.3.4 Research and Development

- A formal approval for establishing a research centre on the campus has been applied and developmental activities are in progress.
- Over and above these curriculum requirements students from UG program are taking up research dissertations projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ICT enabled classrooms/learning spaces- all the classrooms are ICT enabled and students are encouraged to bring their own devices through which the students are benefitted to avail the maximum learning space through the latest concepts.
- The Library is well equipped with good number of text books, departmental library, Magazines, Journals, E-Journals etc., and also it is Digitally equipped.
- Classrooms and effective conduct of teaching learning and evaluation process; Sufficient number of classrooms with spacious, ventilated along with ICT facilities are established for the effective conduct of teaching, learning and evaluation process.

- Seminar hall and laboratories; Exclusive seminar hall with the state-of-the-art ICT is available in the campus which is being extensively utilized by all the departments.

6.3.6 Human Resource Management

- The institute has in place procedures, guidelines etc., such as recruitment policy, personnel policies, leave rules etc.
- As a continuous improvement activity and for the development of faculties, faculties are nominated to conferences, seminars, workshops etc.,
- Faculties are officially deputed to conferences, seminars, and workshops etc., as resource persons. FDP's were conducted for the Faculties.
- The students from all most all the programs regularly undertake orientation program and visits the industry and business house.

6.3.7 Faculty and Staff recruitment

The Institution has drawn its own recruitment policy and faculties are appointed based on the Policy Norms.

6.3.8 Industry Interaction / Collaboration

The UG students who take up external project work have two research guides- one internal who is faculty and second external who represents the industry and business houses. The students and faculty have intense interaction with industry experts.

6.3.9 Admission of Students

The Institution has its own admission policy students with minimum aggregate on 35% according to Bangalore University Norms and Maximum more than 90% are also been admitted in to the college.

6.4 Welfare schemes for

Teaching	Health Insurance Scheme, Medical Claim, free Canteen facility which includes, lunch, Snacks & Tea/coffee, Periodical outings with family.
Non- teaching	Health Insurance Scheme, Medical Claim, free Canteen facility which includes, lunch, Snacks & Tea/coffee , Periodical outings with family.
Students	Scholarship, Fee Concession for Bright students.

6.5 Total corpus fund generated

| Nil |

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Principal
Administrative	No	-	Yes	Co-ordinator/Manager

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

For UG Programmes   Yes ☐   No ✔ a

For PG Programmes   Yes ☐   No ☐

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

No Reformation is been done by the University for the year 2015-16

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

-Nil-

6.11 Activities and support from the Alumni Association

The IQAC has taken complete Initiation is forming Alumni association every 1st Sunday of August (Friendship day) is celebrated as Alumni day wherein we get track of all out passed out students and also they help us out in getting our junior students recruited in to their companies.

6.12 Activities and support from the Parent – Teacher Association

The IQAC has formulated the committee in which all the class teachers in charge inform to the parents about their wards performance in terms of examination along with their attendance, finally the parents give their opinion and response inform of feedback which would helpful in taking further quality decisions.

6.13 Development programmes for support staff

The IQAC in coordination with department of computer science had conducted special training program for support staff during vacations especially on packages like, Tally and ERP so that the Quality of work can be upgraded and enhanced further.

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

Today Environmental awareness is growing rapidly amongst us hence IQAC has initiated the awareness among students with the formation of Eco-Club and celebrate Vanamahotsava on 5th June every year which is world Environmental day and engages the students in planting. The Sign boards are placed in every corner of the institutions which passes on the message regarding environmental protection

Criterion – VII

7. Innovations and Best Practices

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

> - Program Educational Objectives and outcomes.
> - Induction program for students and faculties.
> - Nomination of Class Representatives in rotation for a period of one month and to ensure that all the students are exposed in the leadership role.
> - Blended learning practices
> - Buzz in the classroom teaching sessions.
> - Weekly test.
> - Automatic SMS to parents immediately after recording the attendance by the students.
> - Credit system for the faculties.

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

Sl.No.	Activities Planned	Action Taken Report
	ACTION TAKEN REPORT ON THE ANNUAL ACADEMIC PLAN OF THE SILICONCITY COLLEGE FOR THE YEAR 2013-14.	
1.	Mentoring system for students	• Systematically identified the slow learners through Induction Program, Bridge Program, Class Participation and first Internals. • Assigned them to individuals Faculties who counselled them individually to assist and support them to improve their academic performance. • Students were grouped based on the subjects of weakness and remedial classes were organized for additional coaching. • This resulted in drastically brining down the drop-out rate.
2.	Skill-Will Club	• The Goal of the program is to train students in communication skills and soft skills such as, Reading, Pronunciation,, English speaking, Writing, GD etc., • The teachers voluntarily conduct class and provide training to students and equip them with set of soft skills required for job market. • The confidence among the students is well developed and they intend to participate voluntarily in the club activity to enhance themselves.
3.	ICT Training program for teaching and non-teaching staff.	• The prime objective is to impart technical knowledge to a large group of teaching and non-teaching staff. • Classes are conducted to bring total technical awareness and they trained on how to make use of computers for knowledge development and updating . • The Teaching and Non-teaching community feels secured in Performing their duties with great determination.
4.	Motivational program for student's progression in the area of developing specialized skills.	• The main goal is to bring effective decision on the basis of Personal, Ethical, Spiritual and Moral value among students and to develop leadership skills, Strong character and increase their self confidence. • The Class Representatives are identified wherein they keep track record of each individual class behavior which helps them in improving discipline, create humanizing environment and increase their confidence level.
5.	Innovative Teaching Practice.	• The main objective is to improve student's creativity and analytical problem solving. • Interactive sessions are organized for knowledge assimilation, assigning small group projects and consulting and motivate the students to take ownership of their education and score good marks in their examinations and provide a positive feedback to their parents and mentors.
6.	Security Awareness of Project Management.	• The primary objective is to provide security software to all the stake holders to defend software development life cycle (SDLC) for building a secured software free from VIRUS (Vital Information Resource Under Seize).

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

1. Mentoring system for students.
2. Skill-Will Club.
3. ICT Training program for teaching and non-teaching staff.
4. Motivational program for student's progression in the area of developing specialized skills.
5. Innovative Teaching Practice.
6. Security Awareness of Project Management.

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

7.4 Contribution to environmental awareness / protection

* Energy conservation:
Every classroom and office rooms carry a display in the form of appeal and suggestions to utilize electricity effectively and to save conservatively by switching off the fan and light switches when not in use.

The hostels having installed with solar heaters with the objective of conserving energy.

* Use of renewable energy, Water harvesting and Hazardous waste management:
A proposal is under active consideration to reprocess the wastage into manure for the plants in the campus and for water harvesting the rain water.

* Plantation:
Sufficient nurseries and plants are grown in the campus.

* e-waste management:
The college initiates action to properly dispose the e-waste as per the directives of the Government and other statutory authorities.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

Strength:
Young vibrant and well qualified and experienced members of the faculty.
Excellent infrastructure for teaching learning practice.
Adequate support and guidance for students in all academic, co-curricular and extracurricular activities.
Strong support and monitoring institutional activities by senior management adhering to innovative and best practices and
Large and spacious campus with good infrastructural facilities and amenities.
Institution initiative to host sports tournament under Bangalore University.

Weaknesses:
Multiplicity of Educational Institutions.
Traffic snarls due to national highway.
Lack of quality vendors in the vicinity.
Frequent power disruptions.

Opportunities:
Present infrastructure can cater to many more new programs.
To develop a good research lab/center.
To introduce on the high – end on job training programs.
Introduction of add-on courses.
To achieve 100% results.
To achieve institutional excellence through IQAC's activities.

8. Plans of institution for next year

The Institution is planning to establish a Research centre for Next Academic year 2014-15 and efforts are made to sent Students and Faculties Abroad on Institutional Exchange scheme.

Name __DEEPTHI SHIRAHATTI__

Signature of the Coordinator, IQAC

Name __GNANESH. C.__

Signature of the Chairperson, IQAC

_____ *** _____

Annexure I

Abbreviations:

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

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Annexure –II
ACADEMIC CALENDAR

<table>
<tr><td colspan="4" align="center">SILICON CITY COLLEGE</td></tr>
<tr><td colspan="4" align="center">Accredited by NAAC</td></tr>
<tr><td colspan="4" align="center">K.R.Puram, Bangalore-36</td></tr>
<tr><td colspan="4" align="center">ACADEMIC CALENDAR FOR THE YEAR 2015-16 For B.Com, BBA, BCA</td></tr>
<tr><th>Date</th><th>Curricular</th><th>C0-Curricular</th><th>Extra - Curricular</th></tr>
<tr><td>07-06-15</td><td>Reopening of College for II, IV year</td><td></td><td></td></tr>
<tr><td>07-10-15</td><td>*</td><td>Training for the students in various academic bodies.</td><td></td></tr>
<tr><td>20/7/2015</td><td>Opening of College for 1st yeaer</td><td>Induction Programme and Bridge Course</td><td></td></tr>
<tr><td>22/7/2015</td><td></td><td>Group Discussion</td><td></td></tr>
<tr><td>25/7/2015</td><td></td><td>Usage of Grammer</td><td></td></tr>
<tr><td>27/7/2015</td><td></td><td>Workshop to develop leadership skills</td><td></td></tr>
<tr><td>29/7/2015</td><td></td><td>Women Empowerment</td><td></td></tr>
<tr><td>31/7/2015</td><td></td><td>Kannada Activities</td><td></td></tr>
<tr><td>08-02-15</td><td></td><td>Alumni Meet 2015-16</td><td></td></tr>
<tr><td>08-04-15</td><td></td><td>Industrial experts</td><td></td></tr>
<tr><td>08-07-15</td><td></td><td>Mehandi Competation</td><td></td></tr>
<tr><td>14/8/2015</td><td></td><td>Rangoli Competation</td><td></td></tr>
<tr><td>17/8/2015</td><td></td><td>Singing Competation (Classical)</td><td></td></tr>
<tr><td>20/8/2015 to 2/08/2015</td><td>First Internal Test</td><td>First Internal Test</td><td></td></tr>
<tr><td>8/08/2015</td><td></td><td>Ethnic Day</td><td></td></tr>
<tr><td>09-05-15</td><td></td><td>Teacher's day cellebration</td><td></td></tr>
<tr><td>7/09/2015 ɔ 12/09/15</td><td></td><td>Industrial Visit</td><td></td></tr>
<tr><td>5/09/2015</td><td></td><td>Pencil sketch</td><td></td></tr>
<tr><td>8/09/2015</td><td></td><td>Workshop on GST</td><td></td></tr>
<tr><td>21/9/2015</td><td></td><td>Dance (Solo)</td><td></td></tr>
<tr><td>28/9/2015 to 30/9/2015</td><td>Second Internal test</td><td>Second Internal test</td><td></td></tr>
<tr><td>3/10/2015</td><td>Commencement of Practical exam</td><td></td><td></td></tr>
<tr><td>0/10/2015</td><td></td><td>Last working day</td><td></td></tr>
<tr><td>11-07-15</td><td>Commencement of Theory Exam</td><td></td><td></td></tr>
<tr><td>11-12-15</td><td>Closing of Theory exam</td><td></td><td></td></tr>
</table>

PRINCIPAL
SILICON CITY COLLEGE
(A UNIT OF MJ EDUCATION TRUST)
26/2, Ravindra Layout,
Basavanapura Road, K R Puram
BANGALORE-560 036

0/12/2015	Reopening of College for II,IV and VI Sem		
7/12/2015		Seminor on Carrier Guidance	
01-01-16		New year Cellebration	
01-09-16		Annual Atlatic meet	
14/1/2016		Silicon Suggi - 2016	
16/1/2016		Cooking Without Fire	
22/1/2016	*	Hair Style	
23/1/2016		Kannada Seminor	
02-06-16		Faculty Development Program	
12/2/2016 and 13/2/2016		DHIE workshop	
18/2/2016 to 20/2/2016	First Internal Test		
22/2/2016		Kannada Activity	
27/2/2016		Inductrial visit	
29/2/2016		English Symposium	
03-05-16		Hindi Activity	
03-08-16		Woman's day	
15/3/2016		Bridel hindustan	
21/3/2016		Tally ERP 9	
30/3/2016		Tresure hunt	
04-02-16		English Speech Contest	
04-05-16		SSPD	
04-09-16		PARAMPARA-2016	
13/4/2016 TO 16/4/2016	Second Internal test		
30/4/2016	Last working Day		

PRINCIPAL

SILICON CITY COLLEGE
ACCREDITED BY NAAC
K R PURAM BANGALORE-36
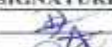ACK FROM STUDENTS ON FACULTY
III SEM BCOM 'B' SEC 2015

DATE : 5/12/2015

FACULTY NAME	Mr. PRAKSH	MS.JAGADISHWARI	MR.KIRAN	MS.DIVYA KM	MR.NAGESH	MR.MURALIKRISHNA	MS.AMBIKA	MR.BHAI	MR.CHIDHANAHD
SUBJECT	KAN	ENG	CA	PRCC	BE	FM	QABD II	SS	HIN
1		5	5	5	5	5	5	5	5
2	4	4	5	4	4	4	4	4	
3	5	5	5	5	5	5	5	5	
4	4	4	5	5	5	5	4	5	
5	5	5	5	5	5	5	5	5	
6	4	4	4	4	4	4	4	4	
7	4	4	4	4	4	4	4	4	
8	4	4	4	4	4	4	4	4	
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10	4	5	5	4	4	5	5	5	
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12	5	5	4	3	3	5	4	5	
13	5	5	5	3	5	5	4	5	
14	5	5	5	3	5	5	4	5	
15		3	5	5	5	5	5	5	
16	5	5	4	5	5	5	4	4	
17	5	5	4	5	5	5	5	5	
18		5	4	5	4	4	4	5	4
19		5	5	5	4	5	5	5	
20	5	5	5	5	5	5	5	5	
21		5	5	5	5	5	5	5	
22		5	5	5	5	5	5	5	5
23	5	5	5	5	5	5	5	5	
24		5	5	5	5	5	5	5	5
25		5	5	5	5	5	5	5	5
26	5	5	4	5	5	5	4	5	
27	5	5	5	4	5	5	5	5	
28	5	5	5	5	5	5	5	3	
29	5	5	5	5	5	5	4	4	
30	5	5	4	5	5	5	4	5	
31		5	4	4	3	4	4	3	4
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33	5	5	5	5	5	5	5	5	
34		5	4		5	5	5		5
35	4	5	4	5	4	5	4		
36		5	5	5	5	5	5	5	5

37	5	5	5	5	5	5	5	5	
38	5	5	5	5	5	5	5	5	
39	5	5	5	5	5	5	5	5	
40	5	5	5	5	5	5	5	5	

TOTAL	138	193	188	180	188	194	184	180	38
MAX	145	200	200	200	200	200	200	190	40
%	95	97	94	90	94	97	92	95	95
RESULT	V GOOD	V GOOD	V GOOD	V GOOD	V GOOD	V GOOD	V GOOD	V GOOD	V GOOD

Y FACTO	V GOOD	GOOD	TISFACTO	VERAG	POOR
	5	4	3	2	1
%	100-81	80-61	60-41	40-21	20-1

ANALYSED AND COMPUTED BY:

SL NO	NAME	SIGNATURE
1	DIVYA.K M	
2	PADMAJA RANI.C	
3	NANDINI M	

PRINCIPAL

SILICON CITY COLLEGE
ACCREDITED BY NAAC
K R PURAM BANGALORE-36
FEEDBACK FROM STUDENTS ON FACULTY
I SEM BBM 2015

DATE: 4/12/2015

FACULTY NAME	MR.CHARLES	Mr. RAMESH	Mr. CHIDANANDA	MS.AMBIKA	MS.DEEPTHI	MS. NANDINI	Ms. DIVYA	MR.SOMASHEKAR
SUBJECT	ENGLISH	KAN	HIN	IC	MP	QMB	FA	BOE
1	5	5		5	5	5	5	5
2	5	5		5	5	5	5	5
3	5	5		5	5	5	5	5
4	5	5		5	5	5	5	5
5	5		5	5	5	5	5	5
6	5	5		5	5	5	5	5
7	5	4		4	4	4	4	4
8	5	5		5	5	5	5	5
9	5	5		5	5	5	5	5
10	5		5	5	5	5	5	5
11	5	5		5	5	5	5	5
TOTAL	55	44	10	54	54	54	54	54
MAX	55	45	10	55	55	55	55	55
%	100	98	100	98	98	98	98	98
RESULT	V GOOD	V GOOD	V GOOD	V GOOD	V GOOD	V GOOD	V GOOD	V GOOD

KEY FACTOR	V GOOD	GOOD	TISFACTC	AVERAGE	POOR
	5	4	3	2	1
%	100-81	80-61	60-41	40-21	20-1

ANALYSED AND COMPUTED BY:

SL NO	NAME	IGNATURE
1	DIVYA K M	
2	PADMAJA RANI.C	
3	NANDINI M	

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ACCREDITED BY NAAC
K R PURAM BANGALORE-36
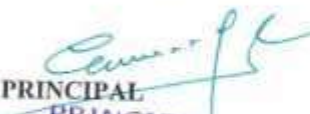## FEEDBACK FROM STUDENTS ON FACULT
I SEM BCA-2015

Date :4/12/2015

FACULTY NAME	MR.PRAKASH	MR.CHARLES	MR.SUNIL	MS.NANDINI	MRS.MEHAR BANU	MR.BHADRINATH	MR.CHIDHANAD
SUBJECT	KAN	ENGLISH	C PROG	MATHS	ELECT	EPH	HIN
1	5	5	5	5	5	5	
2	5	5	5	5	5		
3	5	5	5	5	5	5	
4	5	5	5	5	5	5	
5	5	4	5	5	5	5	
6	3	3	4	5	4	5	
7		5	5	5	5	5	5
8		5	5	5	5	5	
9		5	5	5	2	5	
10		5	5	5	5	5	5
11		4	5	5	5	5	5
12	5	4	5	5	5	5	5
13	5	5	5	5	5	5	5
14	5	5	5	5	5	5	
15	5	5	5	5	5	5	
16		4	4	5	4	5	
17		5	5	5	5	5	
18	5	5	5	5	5	5	
19	5	5	5	5	5	5	
20		5	5	5	5	5	5
21		5	5	5	5	5	3
22	5	3	5	5	5	5	
23	5	5	5	5	5	5	
24		4	5	5	5	5	
25	5	5	5	5	5	5	
26	3	3	2	5	5	5	
27	4	5	4	5	5	5	
28	5	5	5	5	5	5	
29	1	2	5	5	5	5	
30	3	5	5	5	5	5	
31		5	5	5	5	5	5
32	5	5	5	5	5	5	
TOTAL	94	146	154	160	155	155	38
MAX	105	160	160	160	160	155	40
%	90	91	96	100	97	100	95
RESULT	V GOOD	V GOOD	V GOOD	V GOOD	V GOOD	V GOOD	V GOOD

KEY FACTOR	V GOOD	GOOD	SATISFACTORY	AVERAGE	POOR
	5	4	3	2	1
%	100-81	80-61	60-41	40-21	20-1

ANALYSED AND COMPUTED BY:

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3	NANDINI M	

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Date :4/12/2016

FACULTY NAME	MR. BALAJI	MR. SUNIL	MR.SUNIL	MR. BALAJI	MR. BALAJI	MR.MURALIKRISHN
SUBJECT	SSPD	SE	JAVA	CA	PROJECT	B&I
1	5	5	5	5	5	5
2	5	5	5	5	5	5
3	2	2	2	3	3	5
4	4	5	5	5	5	5
5	5	5	5	5	5	5
6	5	5	5	5	5	5
7	5	5	5	5	5	5
8	4	5	5	4	5	5
9	1	2	2	1	1	3
10	3	4	3	3	3	5
11	4	5	4	4	4	3
12	4	4	5	4	4	5
13	4	4	5	4	4	5
14	3	3	3	3	2	5
15	1	4	4	1	1	5
16	3	4	4	4	3	5
17	5	5	5	5	5	5
18	1	2	2	1	1	5
TOTAL	64	74	74	67	66	86
MAX	90	90	90	90	90	90
%	71	82	82	74	73	96
RESULT	GOOD	V GOOD	V GOOD	GOOD	GOOD	V GOOD

KEY FACTOR	V GOOD	GOOD	SATISFACTORY	AVERAGE	POOR	
	5	4	3	2	1	
%	100-81	80-61	60-41	40-21	20-1	

ANALYSED AND COMPUTED BY:

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3	NANDINI M	

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FEEDBACK FROM STUDENTS ON FACULTY
I SEM BCOM 'A' SEC-2015

DATE : 4/11/2015

FACULTY NAME	MR.RAMESH	MR.CHARLES	MR.SOMASHEKAR	MS.PADMAJA	MS. NANDHINI	MS.DIVYA A K M	MRS.AMBIKA	MR.CHID
SUBJECT	KAN	ENG	MSM	FA	MTBD	IFS	IC	HIN
1	5	5	5		5	5		
2	5	5	5		5	5		
3	5	5		5	5	5		
4	5	5		5	5	5		
5	5	5		5	5	5		
6	5	5	5	5	5			
7		5	5	5	5	5	5	5
8	5	5		5	5	5	5	
9	5	5	5	5	5		5	
10	5	5	4	5	5			
11	5	5	5	5	4	5	5	
12		5		5	5	5		5
13	5	4	4	5	5	5	5	
14	5	4	4	5	5	5	5	
15	5	5	5	5	5	5	5	
16	5	5	5	5	5	5	5	
17	5	5	5	5	5	5	5	
18	5	5	5	5	5	5	5	
19	5	5	5	5	5	4	5	
20	5	5	5	5	5	5	5	
21	5	5	5	5	5	5	5	
22		5	5	5	5	5	5	5
23	5	5	5	5	5	5	5	
24	5	5	5	5	5	5	5	
25	5	5	5	5	5	5	5	
26	5	5	5	5	5	5	5	
27	5	5	5	5	5	5	5	
28	5	5	5	5	5	5	5	
29	5	5	5	4	5	4	5	
30	5	5	5	5	5	4	5	
31	5	5	5	5	5	5	5	
32	5	5	5	5	5	5	5	
33	5	5	5	5	5	5	5	
34	2	5	5	5	5	5	5	
35	5	5	5	5	5	5	5	
36		5	5	5	5	5	5	5
37		5	5	5	5	5	5	5
38	2	5	5	5	5	5	5	
39		5	5	5	5	5	5	5
40	5	5	5	5	5	5	5	
TOTAL	164	198	172	189	199	182	160	30

MAX	165	200	175	190	200	185	160	30
%	99	99	98	99	100	98	100	100
RESULT	V GOOD	GOOD	GOOD	V GOOD	V GOOD	V GOOD	V GOOD	V GOOD

EY FACTC	V GOOD	GOOD	ATISFACTOR	AVERAGE	POOR
	5	4	3	2	1
%	100-81	80-61	60-41	40-21	20-1

ANALYSED AND COMPUTED BY:

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3	NANDINI M	

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Annexure – IV

Best Practices

1. Mentoring System for Students:

Best Practices
Mentoring System for Students

1. Title of the Practice
Mentoring System for Students

2. Goal
To monitor the Students' academic performance and initiate action to minimize dropouts and to bring in regularity and punctuality among students community.

3. The Context

- A few students undergo various problems such as stress and related issues. Statistics reveals that among the students problems such as shortage in attendance, late coming, incidents of suicides and dropouts are gradually increasing.
- Considering the student-teacher ratio in classrooms, it is impossible to provide personal attention to each and every student in the class room.
- Hence through the Mentor-Mentee system is introduced. It provides a 'Mentor' interact with the student individually and counsel him for improvement in the true sense.
- Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall progress.

4. The Practice
- The practice is that of creating an efficient mentor-ward system.
- Each teacher is assigned 25 students.
- They meet at least once a week to discuss, clarify and primarily to share various problems which may be personal, domestic, academic, etc.
- The teacher is equipped with all the necessary information about his/her wards.
- The teacher involves local guardians and parents as well, whenever necessary.

5. Evidence of Success
- It is needless to say that a mentor gets the job satisfaction.
- Evidence of success of the practice includes –
  - ✓ Better results in the examinations
  - ✓ More regular attendance
  - ✓ Increased participation in co-curricular activities.
  - ✓ Better discipline on campus and respectful relationship between teachers and students.
  - ✓ Mentoring has proved to be the ideal system to have adopted, as a tremendous improvements that have been seen in the overall performance of the students
  - ✓ There is a significant change and marked improvements in the students' attendance and attitude.
  - ✓ High self-esteem appreciation for one-self and respect for others.

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- ✓ Mentorship was highly appreciated by the parents who felt that their children were in safe hands.
- ✓ Students felt that they had somebody to turn to in times of trouble.
- ✓ Improved discipline and humanizing environment on campus.

6. Problems encountered

7. Resources Required
This practice requires well-committed teaching staffs who have the desire to help students beyond teaching hours.

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2. Skill-Will Club

"SKILL – WILL" CLUB

Title of the Practice
Skill- Will Club

Objective of the Practice
- The goal of the program is to train students in communication skills and soft skills such as reading/pronunciation/English speaking, writing, Group Discussions, presentation skills etc.
- The "Skill-Will" club aims to train students in soft skills and to empower them to compete in job market.

The Context
- The shift in the job market has brought pressure and responsibility right to the steps of the educational institution.
- It is the skills that make the students employable besides the acquisition of the degrees.
- It is with this in mind that the initiative was taken up and curriculum designed the actual requirement of the job market in mind and to create will among students for competing in the job market, equipped with the necessary soft skills.
- The Program aims to impart soft skills including communication skills, presentation skills, personality skills and job skills to help students to acquire general English skills and help to remove mental blocks involved in communication.
- These activities will be conducted through the "Skill- Will" club.

The Practice
- The Practice makes room for a group of teachers to voluntarily conduct classes and provide training to students and equip them with the set of soft skill necessary to compete in the job market.
- Teachers from department of English have designed a training module and program is conducted with the help of other trained faculties.
- Teachers put special efforts in addition to their regular work. No fee is collected from the students for the purpose.

4. Evidence of Success
- The impact of the program is immense.
- The confidence among the students of the club is worth mentioning
- A large number of students intend to participate in the program and want to get the benefit of this voluntary initiative from the faculties.

Resources
- Resource persons who can impart English as well as soft skills, Books, CDs, Audio Visual equipment, CD player, multi-media computer system, internet etc.,

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3. ICT TRAINING PROGRAM FOR TEACHING AND NON-TEARCHING STAFF

SILICON CITY COLLEGE
#26/2, Ravindra Layout, K R Puram, Bangalore- 36
Department of Computer Science

ICT TRAINING PROGRAM FOR TEACHING AND NON-TEACHING STAFF

Title of the Practice:

ICT Training program for teaching and non-teaching staff.

Aims and objectives

The prime objective of this program is to impart technical knowledge to a large group of teaching /non-teaching staff to make their work smooth in providing accurate accountability.

The following objectives assist the knowledge seekers to:

- Discover and/or increase the contributions made by systems based on ICT and individual Learning.
- Experiment on shared activities within a community of teachers.

The context:

The BCA department has designed different training modules on the usage of ICT in Teaching-learning process. Non-teaching staff and Library department are provided necessary training in learning computer skills to effectively carry out the responsibilities. Academic plans indicate tentative dates available to conduct such programs and accordingly training programs are conducted. The participants from the respective department are given sufficient reading material and opportunity to develop their ICT skills.
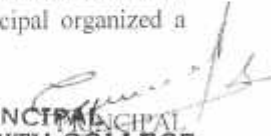
The Practice:

"Practice makes a man perfect" likewise the training is given to all the teaching and non teaching staff to practice on basic technical skills of computers while using ICT devices as means of making teaching effectively. The following aspects explain as to how an individual gains knowledge by practice:

- Classes are conducted to bring total awareness on technical skill and its importance for both teaching and non-teaching staff.
- Each participant is trained on how to make proper use of computers for knowledge development and updating.
- Lastly, assignments are given to each trainee to test their efficiency.

Problems Encountered:

The challenges faced during the up gradation of the office are that the staff members were initially had certain minor reservation to undergo training. Hence, the Principal organized a

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4.MOTIVATIONAL PROGRAM FOR STUDENTS PROGRESSION

Silicon City College
No, 26/2Ravindra layout, police quarters,
K R Puram, Bangalore-36

1. Title of the Practice

Motivational Program for Students progression in the area of developing specialized skills

2. Goal.-The goals of this program are to develop life skills among the students in the areas of:

- Effective decisions on the basis of personal, ethical, spiritual, and moral values.
- Personal skills and abilities.
- Proposes learning and behavioral goals.
- Awareness to the limitations in freedom and responsibilities.
- Continuous improvement through feedback.
- Demonstrates willingness to scrutinize personal beliefs and values.
- Leadership skills develop strong character & increase self-confidence.

3.The Contexts

- Contextual leadership issue including cultural & diversity considerations.
- At the institutional level it is necessary to create /build leadership amongst the students.
- Development of critical thinking and decision-making skill.
- Core practices common to all: They model the way, inspire a shared vision, challenge the process, and enable others to act.

4.The Practice.

- The objective of performs leadership to transport responsibility amongst the students.
- Students willing to take leadership in the month wise & the participating leadership in each class room.

- Initiatives & responsibilities are given equally to bring uniformity among students community
- Class teachers have to make class representative in each class room.
- To maintain a daily record of the class and sustain discipline.
- To preserve a track record on each individual class behavior.
- Students have to be reminded from time to time about timely completion of the responsibilities.

5. Evidence of Success

- The first evidence of success increase in the confidence level of student's participation.
- Improved discipline & humanizing environment in class room & in campus.
- Motivates students to take ownership of their own education
- This practice of student's participation brings continuous attendance of class.
- To reduction of breakages.

6. Problems Encountered and Resources Required

- Initially when the system was implemented, a few students were not confident of discharging the duties and hence were reluctant. The faculty conducted the series of counseling and motivation which helps to students to come forward willingly.

- The main resource requirement is participation & guidance of the faculty on a continuous basis.

7. Notes (Optional)

- In this implementation of this practice of involving student in quality assurance activities the institution did not face any problem.

- Leadership skill that are important in the environment, its time to learn how to develop those skill. These are the techniques that can be used to help become a more effective leader

8. Contact Details

Name of the Principal: Ganesh e
Name of the Institution: silicon City College
City: Bangalore
Pin Code: 560036
Accredited Status:
  ➢ Work Phone: 918025618999/65602259
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5.INNOVATIVE TEACHING PRACTICE

Silicon City College
No. 26/2Ravindra layout,police quarters,
K R Puram, Bangalore-36

1. **Title of the Practice**

Innovative Teaching Practice

2. **Goal.**
   - Using innovating teaching method to improve student's creativity & analytic way of problem solving.
   - Inspiring students as learners.
   - Improvement of communication skills & self-confidence of students.
   - Developing effective presentation skills.
   - Development of students personal traits and leadership qualities

3. **The Context**
   - To understand the implications of creativity & innovation in education.
   - To assess relevance of creativity & innovation in education at college level.
   - To identified good practices of creativity & innovation in the field of education.
   - To assess teacher's opinion and practice on creative oriented ideas.

4. **The Practice .**
   - Preparing particular lesson plan.
   - Spread teaching team members throughout the classroom to interact with students.
   - Organizing interactive sessions-question answer sessions for knowledge assimilation
   - Assign small group projects & consult with each group over the term.
   - Initiate regular meetings between chairman/Dear/Senior faculty & Student council groups.
   - Providing feedback to parents.

5. **Evidence of Success**

- Teachers create a disciplined respectful learning environment to make learning relevant & enjoyable to students.

- Teachers share their love of learning with their student with dynamic interaction in class room.

- Motivates students to take ownership of their own education

- It is very useful for scoring good marks.

6. **Problems Encountered and Resources Required**

- Students had problems in effective presentation. The members of the faculty provided the training programs to overcome the gaps.

- Students initially showed less enthusiasm. After motivation, the response is encouraging.

- Main resources are Students, Faculty and I C T equipments.

- The students were assisted to amend the teaching learning practice from preparing a very brief lesson plans to required patron.

7. **Notes (Optional)**

Innovative teaching and learning process differs from the traditional methods of teaching and it provides scope and opportunities for the students to improve their soft skills.

Innovative Teaching gives wider exposure to the students' community by and large in the due course of learning. It gives a right platform to all learners to implement their ideas in the execution of their thoughts; the teacher should promote and not force conversation among the students about the material, cases, subject matter.

Students develop the right approaches to work in groups, team work, role plays, etc.

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6. SECURITY AWARENESS OF PROJECT MANAGEMENT

Security Awareness of Project Management

Title of the Practice:

Security Awareness of Project Management

Goal

To provide security software to all the stakeholders to defend software development life cycle (SDLC). This security software can be attributed to the technologies chosen by the students and faculties for building a secured software free from VIRUS (Vital Information Resource Under Seize)/ hacking.

The context:

- To create a secured planning for the sustainment of all kinds of software and projects.

- To define project management procedures

- To secure quick solutions for the prevention of virus.

  a. Protect the Brand Your Customers Trust

  b. Develop Software with Secure Features

  c. Deploy Software with Secure Features

Evidence of Success

The software coding defect (bug) is detected in the testing environment (such as user-acceptance testing) and the fix is made to test environment and promote to production, without retrofitting it into the development of the environment. The subsequent version in the software development also does not have any provision for software protection. Hence the latest version has been introduced which can adequately take care of risk management.

Risk Management while development

- **Currently the concept for risk management has not been able to compressively provide adequate solution to risk management.**
- Virus can spread into the systems even when a user opens a few websites.
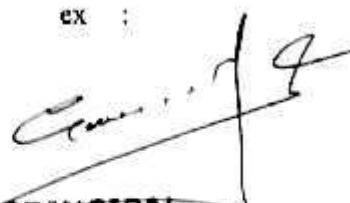- To avoid spreading of virus and to control, a new security software named " NET GEAR" is lunched.

Notes :

The key factors that makes to understand the users

- Explanation of licensed Software and important of license
- Explanation of first information technology credentials to meet the stringent
- Project Management and importance of security to software's
- Usage of open source software like (Ubantu , Linux,Unix and open source office)

Resource :

- Online base E-security i.e virus scan from web ex : (www.virustotal.com,www.viruschief.com)

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