Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**DON BOSCO INSTITUTE OF MANAGEMENT STUDIES AND COMPUTER APPLICATIONS**
Name of the head of the Institution	**Prof Pandurangappa H**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**08028437027**
Mobile no.	**9900097806**
Registered Email	**directordbims@gmail.com**
Alternate Email	**dbibsms@gmail.com**
Address	**Kumbalagodu Mysore Road**
City/Town	**Bangalore**
State/UT	**Karnataka**
Pincode	**560074**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Dr.Kumar K R**
Phone no/Alternate Phone no.	**08028437027**
Mobile no.	**9894766236**
Registered Email	**naacdbimsca@gmail.com**
Alternate Email	**krkquality@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	[https://drive.google.com/file/d/1rAO EGKT7fd_WWCaNuVIPML7yYglUO4W0/view?usp= share_link](https://drive.google.com/file/d/1rAOEGKT7fd_WWCaNuVIPML7yYglUO4W0/view?usp=share_link)

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	[https://drive.google.com/file/d/16CeX9A bb6Fdh1SMZNCC1ttjP_TMCdKM7/view?usp=sha re_link](https://drive.google.com/file/d/16CeX9Abb6Fdh1SMZNCC1ttjP_TMCdKM7/view?usp=share_link)

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	**B**	**2.04**	**2014**	**04-May-2014**	**04-May-2019**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**28-Aug-2014**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

	IQAC		
To organize FDPs for Faculty members	24-Jan-2019 1		25

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.$instdata->upload_special_status)}}

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Successful organization of rallies in AntiPollution Campaign Effective organization of gatherings in AntiDrug Campaign To Introduce student achievement section on college website Collection of feedback from all the stakeholders and to analyse the same As per NAAC guidelines IQAC prepared Student Satisfaction Survey Performa

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Management	**24-Dec-2018**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2019**

Date of Submission	**18-Jan-2019**

17. Does the Institution have Management Information System ?	**No**

<div align="center">Part B</div>

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is affiliated to Bengaluru University and strives towards effective implementation of the university curriculum through systematic planning and execution. The IQAC of the college plays a proactive role in this direction. Departments are required to prepare strategic time bound plans and submit the same to the IQAC. The following strategies are followed: Undergraduate Department: Systematic allotment of subjects based on areas of specialization and interest of faculty for coming semester is done by the Heads of Departments through discussions at departmental meetings at the end of the current semester. PG department with a huge number of faculty qualified to teach various specialized subjects also conducts intensive planning sessions for effective curriculum delivery The institutional calendar of events is prepared based on the university calendar and placed before the Staff Council. Departmental meetings are conducted to finalize unitized lesson plans and departmental activities for the semester. In large departments like Computer application, Commerce and Management, Subject coordinators are selected to ensure uniformity in curriculum planning and deployment in multiple sections. Individual work diaries are maintained by faculty which indicate the coverage of syllabus. Diaries are periodically checked by the heads of respective departments. Periodic review meetings on curriculum coverage are conducted by the Head of the Departments and special classes and remedial classes are

conducted on Sundays and other holidays as required. Feedback from students on effective delivery of curriculum conducted every semester is an important aspect of the deployment. A detailed Curriculum design meeting is conducted by the department before the commencement of academic year with industry and academic experts not only to plan schedule and mode of curriculum delivery but also design Value Addition programs and other program enhancement events. Curriculum delivery is documented by maintaining Lesson plan and work diary. Individual and group assignments are evaluated in a structured format with focus on positive and improvement aspects, which helps the students in improving their communication skills and presentation ability. The delivery through various mechanisms of collaborative and experiential learning such as board games, virtual games, role plays, quizzes, case studies etc., are captured in pictures and videos with detailed information in a report format. The progress of students on internships to industry for a period of four weeks respectively is monitored by individual guides who document the progress of every student and submit it to the Director, Student handbook and Faculty handbooks are prepared and distributed in order to ensure that all stakeholders are familiar with the objectives, implementation and expectations of the course.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
1. Employment Development and Recruitment and related Services	Nil	22/11/2018	30	Entrepreneurship	Leadership, Business Management, Time Management, Creative Thinking and Problem-solving
2. Dot Net Technology (UG)	Nil	20/08/2018	50	Employability	Proficiency in programming languages like C#, C, F#, VB.NET, etc. for creating applications on. NET
3. Cloud Computing Mapped to Microsoft MTA Exam	Nil	20/07/2018	30	Employability	Cloud service platform expertise, Programming languages, • Database management, • Network management etc.

4. Python mapped to MicrosoFT mta exam 98-381	Nil	20/07/2018	30	Employability	Basic understanding of front-end technologies, • High attention to detail, excellent communication and problem-solving skills, Proficient understanding of code versioning tools.
5. Business Analytics with Advance Excel Microsoft MTA Exam	Nil	20/07/2018	30	Employability	Leverages Pivot Tables, Discerns Patterns in the Data, and Uses Data Validation to Avoid Messy Reports, cautious about Excel file formats.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Finance, Accounting and Taxation	27/06/2018
BBA	Finance, HR, Marketing	27/06/2018
BCA	As per Bangalore University	27/06/2018
MBA	Finance, HR, Marketing	11/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course

| Number of Students | 200 | 0 |

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The institution maintains a website and regularly updates it throughout the current year in response to feedback from its parents, students, and teachers. We created distinct questioner forms for the Principal, faculty members, and IQAC. Students are encouraged by IQAC to complete feedback surveys. There are divergent opinions regarding certain curriculum-related subjects, according to survey results. We begin by gathering feedback and evaluating it. Our committee that looks at feedback looks at all of the feedback and makes a conclusion for each question. Because our institution is affiliated with Bangalore University, for instance, we are unable to alter the curriculum however, we do receive feedback from faculty and students regarding academic subjects, changes to the curriculum that have been suggested by other stakeholders, such as trends in teaching methodology, and so forth.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of	Number of	Number of	Number of	Number of

	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2018	116	Nill	19	8	3

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In our institution, mentoring system has been introduced from 2008-2009, for establishing a better and effective relationship between student and teacher and also continuously monitor, council and guide students in educational and personal matter. All teachers work as mentors for students allotted to them. The students must feel to confide in their mentors. This is a continuous process till the end of academic career of student. The aim of student mentor-ship is – 1. To enhance teacher –student relationship. 2. To enhance student's academic performance and attendance. 3. To minimize student's dropout ratio. 4. To monitor the student's regularity and discipline. 5. To enable the parents to know about the performance of regularity of wards. The IQAC had taken the initiative of implementing the mentoring of students. Students are based on the streams of studies and also according to their core subjects. They are divided into groups of 20-25 students. Mentors maintain and update the mentoring format after collecting all necessary information. Mentors are expected to offer guidance and counselling as and when they required. It is the practice of mentors to meet students individually or in groups. In isolated cases parents are called for counselling and their special meeting with the principal at the suggestion of the mentor. If a student is identified as having weakness in particular subject, it is duty of mentor to apprise the concerned subject teacher. At least 3 to 4 meeting are arranged by mentors for their mentee in each semester. Though, the system has only been implemented in the last few years, significant improvement in the teacher – student relationship is observed. This system has been useful in identifying slow and advanced learner ad through a careful examination of each mentors report the college has organized 'Remedial Classes' in identified topics. HOD will meet all mentors of his/her department at least once in a month to review paper implementation of system. Advice mentors wherever necessary. Type of mentoring done in our institution are- 1. Professional Guidance – Regarding professional goals, selection of career and higher education. 2. Career Advancements – Regarding self-employment, entrepreneurship development, opportunities, morale, honesty, integrity required for career growth. 3. Coursework Specific – Regarding attendance and performance in present semester and overall performance in the previous semester. 4. Lab Specific – Regarding Do's and Don'ts in the lab. Outcomes of the system a) The attendance percentage of the students has increase to greater extend. b) The number of detainment of students has decrease consistently. c) Due to direct communication between mentor and the student, there was good improvement in student-teacher relationship.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
459	27	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	22	5	5	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institute is affiliated to Bangalore University (JB), Bengaluru and follows the Examination pattern of the University. Bangalore University guidelines are strictly adhered to with respect to evaluation process. There are three Internal tests conducted. The schedules of internal assessments are communicated to students and faculty in the beginning of the semester through institute academic calendar which is prepared based on the university academic calendar. The institute has reformed the continuous internal evaluation system from faculty centric to student centric. The Institute Exam cell framed guidelines for conducting the CIE in line with calendar of the Affiliate University and the Institutions. As per the guidelines, the following reforms have been carried out effectively conducting CIE: • Scheduling of Internal Examination, Seating arrangements, hall invigilators listed for every examination. • Preparing the question paper for the internal examination in the prescribed pattern based on Knowledge level using revised Bloom's taxonomy. • Scrutiny of the prepared question paper is carried out by HOD/ Subject expert to ensure quality of the Question paper. • Monitoring the attendance of the students for the Examination. • Internal Assessment has to be carried out within the stipulated time. • After completion of the internal examination, the faculty evaluate the answer scripts and distribute to the students for doubt clarifications or re-correction. The faculty submits the re-corrected scripts to the examination branch and marks are displayed on the notice board. • Result review meetings are conducted with result analysis and the remedial actions for further improvements are arrived after discussion with faculty, HOD and Principal. • Upload of assessment marks in university web portal and subsequently communicated to parents. The evaluation for theory courses are assessed in direct mode (70) covering both internal and university examinations and internal examinations (30). The evaluation for laboratory courses are assessed in the similar pattern followed for theory courses. For each laboratory sessions, the student is assessed through viva questions, observations. The evaluation for project course is assessed by conducting periodical project reviews covering key parameters like problem formulations, understanding of the project, presentation skills, communication of ideas, technical knowledge, team work and project management. Major project consists of 300 (including external 200 internal 100 marks). The project external examinations under the guidance of BOE Chairman organizes review meetings to

assess the progress of all the project batches. • Performance of the students in Internal Assessment is used for Faculties to identify slow and advanced learners in their respective subjects. • Slow Learners are encouraged to improve their performance in future by counselling. • Counselling Sessions are used to sort out the personal issues, academic and non-academic problems.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College Academic Calendar is prepared as soon as the University Calendar for the semester is announced. The calendar is prepared by keeping the start and end dates of the semester as announced by the University along with the dates for the submission of internal assessment marks. All other activities are also planned based on the University academic calendar. This includes interclass competitions, cultural programs and also academic programs like conferences, seminars, FDP's. Dates of major programs like College Day, Sports Meet and Industrial Visits are also planned based on the University academic calendar. Other activities like guest lectures, field trips and club activities are also planned on the lines of University calendar. The faculty members handling the subjects set the question papers which are verified by a Senior Faculty member and HOD. Two or three random answer booklets are evaluated by the concerned HOD and constructive improvement tips are given to the students through the subject handling teacher. Open Book Tests are conducted during post regular hours. The students have to go to the library for gathering the books for the questions assigned by the faculty members. The same have to be submitted to the faculty member within the stipulated time period. The University Exam Pattern for improving the presentation skill of our students are demonstrated in the class which includes, Do's and Don'ts in the exams, the time management strategies, the way of presenting the content in the paper. Course materials are prepared by faculty members and distributed to the students. Keys for university question papers are prepared by the faculty members and the same is kept as Reference in the library. The best answer booklets of both the Unit Test and the Model Exam are selected and circulated to the students in the class to motivate them for further improvement in their performance. As a token of appreciation in the tests, small gift will be given. This immensely boosts the other students to achieve their level best in their coming exams. "Hats off" card, a new initiative to appreciate the achievers, shall be displayed in the notice board.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://dbimsca.edu.in/wp-content/uploads/2023/04/MBA-BBA-BCOM-BCA-Lang-PO-PSO-COs.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	Nil	0	0

No file uploaded.

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
National Seminar on "Opportunities and challenges for start-ups in India"	Department of Management Studies	10/01/2019
Workshop on "Intellectual Property Rights"	Department of Management Studies	12/02/2019
Workshop on "Virtual Reality and its application in Business"	Department of Commerce and Management	26/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nill	Nil

No file uploaded.

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
MBA	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
MBA	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nill	0	Nil	0

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nill	0	0	Nil

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	1	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0

No file uploaded.

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating	Name of the activity	Number of teachers participated in such	Number of students participated in such

	agency			activites	activites

No Data Entered/Not Applicable !!!

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	0	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nill	Nill	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs

No Data Entered/Not Applicable !!!

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
500000	84777108

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

No Data Entered/Not Applicable !!!

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Libsoft	Fully	12.0	2010

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

No Data Entered/Not Applicable !!!

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	90	1	1	2	2	1	1	30	15
Added	101	3	0	0	0	1	0	0	10
Total	191	4	1	2	2	2	1	30	25

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

30 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilies and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
975000	2631116	300000	2123607

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Nill

https://dbimsca.edu.in/wp-content/uploads/2023/04/SOP-1.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill

Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying

No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Don Bosco Institute of Management Studies Computer Applications Student Council is a body of 16 students of Don Bosco Institute of Management Studies Computer Applications Student, who are pursuing their MBA programme. As the students are the important stakeholders in our Institute, there was a need to have student representation in the strategic decisions of the Institute, with this purpose in the background, Don Bosco Institute of Management Studies Computer Applications Student decided to constitute a Student Council in March 2018. The process of selection is listed in the steps as follows: 1. The Student Welfare Officers were identified by the Head of the Institute. 2. The Student Welfare Officers meet the Head of the Institution and chalk out the process of selecting the student representatives. 3. At least 2 student representatives, one boy and one girl need to be selected from each section. 4. The Student Welfare Officers visit the classes and tell the students about the student council. 5. The class is then asked to nominate their representing students. 6. The voting rights of the students are exercised if more than one boy or one girl student are nominated. 7. The students getting maximum votes in the respective class become the class representatives and members of the student council. 8. The elected members then have first formal meeting with the Head of the Institute and the Student Welfare Officers. 9. The student members select the portfolios they will be working for like a. Placements b. College Events c. Industrial Visits d. Sports 10. The student council will operate for one semester and will change in the next semester.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes, DONBOSCO Institute of Management Studies and Computer Applications have been registered under the alumni association under the Karnataka Societies Registration Act, 1960(Karnataka Act 17 of 1960) on Thursday 18 October, 2012, Paying the fee amount of Rs. 1000/- in the office located at Jayanagar, Society Number: JNR-S49-2012-13.

5.4.2 – No. of enrolled Alumni:

169

5.4.3 – Alumni contribution during the year (in Rupees) :
84500

5.4.4 – Meetings/activities organized by Alumni Association :
1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Our Institutions enhance the quality at various levels - Management, College Development Committee, Governing Council, Principal, Vice-Principal, IQAC Committee, NAAC Committee, Various Committees, Academic Staff Welfare, Administrative and Non-Teaching Staff. all the stakeholders involve in the decentralisation and participative management all are working together for efficient functioning of the Institutions. Accordingly, decentralization in DBIMSCA is ensured through delegation of powers and it reflects positively in the overall management and governance of the Institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	College follows Bengaluru University prescribed syllabus and many of the faculty members are on the Board of Studies of Bengaluru University and they contribute towards formulating and revision of syllabus.
Teaching and Learning	The following are the strategies adopted for Teaching and Learning, 1. A well planned course handout for each subject prepared with objectives and learning outcomes. 2. Various innovative pedagogical tools which incorporates latest methods of Teaching and Learning. 3. Value added Programs to enhance and equip students to take on career challenges. 4. Remedial and Backlog classes to cater to the different needs of the students. 5. Projects, Internships, workshops for advanced learner.
Examination and Evaluation	Examinations are conducted by college as per Bangalore university Schedule. Our college follows the system of continuous internal assessment through class tests, surprise tests, monthly test, computer lab exams, assignments, project work, problem sets, quizzes, group activities and presentations,

	role plays and end term examinations.
Research and Development	DBIMSCA sends Faculties to attend and participate in faculty development programs, Seminars and Workshops at state, national and international level organized by different colleges, this reflects on their teaching quality which in turn indirectly reflects on student appraisal and performance. Partial/special leaves are granted to faculties and full reimbursement of expenditure on registration charges are granted to faculties for those, who are presenting, participating and sharing their thought in seminars etc.
Library, ICT and Physical Infrastructure / Instrumentation	A library is the soul of any institution. It is a centre of acquiring, processing, preserving and disseminating information to the user community with the motto of empowering knowledge, DBIMSCA library has well trained staff and an automated library system to enrich the user community with a wide range of academic resources such as books, periodicals, online periodicals, audio / video cassettes and other sources. Every faculty is provided with computer and 100 mbps internet, fee Wi-Fi Facility and CCTV surveillance services. Faculties regularly each through PPT and show educational videos to students. Membership and Paid subscription with DELNET – Developing library network.
Human Resource Management	Total Number of Teaching Staff: - UG and PG – 27(Full time faculty) Non-Teaching -09 • Well defined norms followed for selection, recruitment, promotion. • Training for administrative and library staff. • Welfare medical facilities like medical insurance, reimbursement of travelling expenses, leave encashment, maternity benefit, canteen facilities extended. • Free clinic facility with full time doctor on call. • Financial incentives for attaining higher qualifications.
Industry Interaction / Collaboration	1. Department has MOUs with Awake-research institute for skills and entrepreneurship to improve technical and soft skills of students. It is a certificate program jointly organized by DBIMSCA and ARISE. Entrepreneurship and new venture start up is an innovative 12 week's program designed to equip entrepreneurship 's business

	with the knowledge, skill and attitude required to tackle challenges that are unique in modern business. 2. Department has collaboration with IBM – Certificate programme in Data analytics.
Admission of Students	For UG admissions College follows the admissions guideline as prescribed by the affiliating University. For PG students, admission takes place based on the criteria of entrance examinations/counselling conducted by KEA or Government/Affiliating University and highlighting the student's academic achievements through banners. Approaching the feeder schools and colleges.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	1. Cashless transaction is implemented for collection of tuition fee, university fees, examination fees etc through net banking and card swiping option. 2. College website provide digital platforms for communication and information. 3. Online updation of Local Inspection Committee. 4. Online Preparation of AQAR Report.
Administration	The entire accounting system of college is computerised. The popular software Tally ERP 9 is used for administration of accounting. All student information is available on the Bangalore university websites. The accounts department of the DBIMSCA keeps all record of Receipts and payments. Periodic review of the accounts of receivables and payables are constantly monitored by Principals and Accounting chiefs of the college.
Finance and Accounts	The entire financial transaction and management is done using Tally ERP 9 software. DBIMSCA is now a cashless college. All transaction of stake holders is done through Mobile apps and Online Banking transaction (ICICI Bank).
Student Admission and Support	• The entire process of admission of student is done through online. • Student admission through PG CET for MBA and entrance test • Student admission through Scholar ship • Digital library • Tie up with ICICI Bank • Career counselling

Examination	• E governance is extensively used in examination related activity such as preparation of time table, absentees report etc. • entering of internal assessment marks by the concerned subject in charge • result analysis.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
27	27	10	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Subsidised meals. 2. Sponsoring conference and FDP cost 3. Conducting FDPs 4. Maternity leave along with salary 5. Accommodation facility in the Hostel 6. PF and ESI 7. Free transportation	1. Festival advances 2. Subsidised transportation facility. 3. PF and ESI 4. Free transportation facility for over time working faculties. 5. Group personal accident insurance policy.	1. Subsidised meals 2. Scholarship 3. Free transportation facility for industrial visit. 4. Reimbursement of registration fees for student. 5. Fee concession based on merit

facility for over time working faculties.		list and sports quota 6. Group personal accident insurance policy.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution has its own internal audit mechanism, an ongoing continuous process in addition to its external audits. Qualified internal Auditors from external resources are permanently appointed. A team of staff under them do thorough check and verifications of all vouchers, supporting documents, records and books, e-statements of the transactions that are carried out in each financial year including budget estimations, utilizations, cash transactions, bank reconciliation statements, test cheque and verification of the events happened in the area of financial managements. EXTERNAL AUDIT: External audit is carried out in an elaborate manner on yearly basis.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Local Inspection Committee, Bengaluru University	Yes	Principal, HOD and IQAC Coordinator
Administrative	Yes	Local Inspection Committee, Bengaluru University	Yes	Principal, HOD and IQAC Coordinator

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1.Students Performance has been valued on a routine basis and every semester parent and teacher meetings are conducted. Suggestion to improve placements, Discussion on results are the major feedback we usually get from parents. 2. Alumni meeting. 3. Pre Placement Activity.

6.5.3 – Development programmes for support staff (at least three)

1. Computer Literacy Program 2. Health Awareness program 3. First Aid program

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Faculty Development program 2. workshop 3. Seminar

6.5.5 – Internal Quality Assurance System Details	
a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Guest Lecture On Gender Sensitization – B.com	16/07/2018	16/07/2018	35	32
"Gender Awareness and Gender Sensitization" (Workshop) – BCA	04/08/2018	04/08/2018	25	30
"Gender Awareness and Gender Sensitization" – BCA	04/09/2018	04/09/2018	24	10
Eminent lecture series on Gender Sensitization and Women Issues. (Guest Lecture) – MBA	17/10/2018	17/10/2018	23	27
"Workshop on Discrimination against Women" - Bcom	08/12/2018	08/12/2018	50	35
Workshop On "Gender Equity" – MBA	12/03/2019	12/03/2019	42	25
"Implementation	19/04/2019	19/04/2019	30	25

of The Sexual Harassment Of Women(Prevention, Prohibition And Redressal) Act, 2013- BBA				
Women's Day Celebration	08/04/2019	08/04/2019	54	0
Mother's Day	11/05/2019	11/05/2019	40	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
? Solar Plant – 170 kw in Campus, ? Solar Light near to Canteen ? Solar Water Heater for both Boys and girls hostel

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Braille Software/facilities	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	Yes	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	18/07/2018	1	Computer Literacy Program to School children.	Lack of Computer Skills.	60

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
HR Manual	01/06/2018	A Human Resource Manual

			is an archive which contains the data of Human Resource Management The HR manual conveys the organizations strategies relating to its representative administration and the connection between administration/chiefs and representatives or specialist. HR manual provides guidance and flexibility for managing the human resources. The content of employee handbook or any other internal document which are used by the Management all these aim to describe the practices of the workplace, procedure of Recruitment and termination.
Faculty Handbook	08/06/2018		The Faculty Handbook is a guide to the faculty and is designed to present general information about the College, and some of the more important College policies and practices as they apply to the Faculty of the College. The policies outlined in the Faculty Handbook as in effect from time to time form part of the essential employment understandings between members of the Faculty and the College.
Student Handbook	18/06/2018		The student handbook includes College policies and procedures, General guidelines, course details, instructions to parents, code of conducts, time table, locations and purposes of administrative offices, and other helpful details. All students and their parents/guardians should review the student handbook carefully as its contents are binding on

			all students of the College.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Towards a greener and eco-friendly campus Goal: To keep the campus green and Clean the Context: A number of medicinal plants to be planted towards fulfilling the goal. Our UG and PG students are planning to plant more number of medicinal plants in the campus. 45 plants were planted in the campus at different places. Students are advised to keep their class rooms clean and they are following it so that the campus is dust and dirt free and cleaning of college campus on regular basis. The overall environment of the college has become much cooler and pleasant due to the aforesaid efforts. Initiatives taken to make the institution poly thin free zone. 1) Restricted entry of Automobiles 2) Penetration Friendly pathways 3) Ban of use of plastics 4) Landscaping with trees and plants 5) Medicinal Garden

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://dbimsca.edu.in/wp-content/uploads/2023/04/7.2-Best-Practice-1.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Provide the weblink of the institution

https://dbimsca.edu.in/wp-content/uploads/2023/04/7.3-Institutional-Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

1. The increasing student strength in the college demands more classrooms. To meet out this issue, new smart classrooms have been constructed in the new building block 2. Proposal for more class rooms will be send. 3. Renovation of parking place in the college campus. 4. Proper functional of smart rooms and computer labs 5. Providing free coaching for preparation of competitive exams like IAS, Banking, Railways and NET. This coaching is provided by the faculty of the college. This program may be continued for the benefit of students 6. Infrastructure development of the College to be continue under major objective of the college. 7. Conduct of workshops/seminars/conferences etc. as part of quality measures of education and learning.