



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		DON BOSCO INSTITUTE OF MANAGEMENT STUDIES AND COMPUTER APPLICATION
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.		9900009780
Registered Email		directordbims@gmail.com
Alternate Email		dbimsms@gmail.com
Address		Kumbalagodu, Mysore Road
City/Town		Bengaluru
State/UT		Karnataka
Pincode		560074

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
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://dbimsca.edu.in/wp-content/uploads/2023/06/AOAR-2018-19.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://dbimsca.edu.in/wp-content/uploads/2023/07/CALENDER-OF-EVENTS-2019-20.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.04	2014	04-May-2014	04-May-2019
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 IQAC	Date & Duration		Number of participants/ beneficiaries		

To organize FDPs for supporting staff	24-Jan-2020 1	26
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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	2020 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 :

4

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
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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

18-Jan-2020

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

2020

Date of Submission

29-Feb-2020

17. Does the Institution have Management Information System ?

No

Part B

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 institution ensures effective curriculum delivery through a well-planned and documented process. The college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the University through its Boards of Studies. Our faculty members have worked on the Board of Studies and their sub-committees, substantially contributed to the curriculum development. The college ensures effective curriculum delivery through systematic and strategic transparent mechanism:

Academic calendar: • The Heads of Departments conducts the meetings to distribute workload, allot subjects, and plan the activities of the department and to review the completed syllabus. • The Principal monitors the effective implementation of the Calendar through formal meetings with Heads of Departments and if necessary informal discussions with faculty. Time- Table Committee: • The college constitutes the Time Table committee. • The Time Table is prepared by respective departments. • The Time Tables are displayed on the Notice Board and also uploaded on the college website. Teaching Plan and Teaching Diary: • Teaching plan is prepared by every faculty member at the beginning of academic year. • They record the conduct of teaching and practical in the diary. • Periodic assessment of curriculum delivery is conducted by IQAC through HODs. • The faculty engages extra periods and practical's as and when necessary and maintains their records. Teaching Aids: • The faculty uses charts, maps, models and specimens along with chalk and board. • Methods like seminar, group discussion, quiz, case let for effective delivery of curriculum.

• Study materials, notes and question banks are provided in the class and through mails. • Educational field visits, industrial visits, tours are organized. • Group projects are assigned to teach them team spirit, sharing and develop presentation, research skills. • Social sites such as YOUTUBE are used for effective teaching. ICT based materials are uploaded on the college website. • Guest lectures, Expert lectures and guidance by departmental Alumni are engaged. Teacher support: • The college encourages the faculty to participate in Orientation and Refresher courses to update their knowledge of subject. • The college encourages the faculty to attend the meetings of BOS and syllabus restructuring workshops. • The college takes initiative and encourages staff to attend workshops organized by the University for effectively implementing the CBCS method of imparting curriculum. Feedback: • The college collects the feedback from the faculty, students, alumni and parents. • The collected feedback is analyzed using different parameters and the performance of the students, faculty and institution is assessed. • Any discrepancies identified are considered for correction and suggestions are taken for improvement. • Formative assessment is done to identify gaps in students' knowledge which helps to identify slow and advanced learners. • The slow learners are provided with Remedial Coaching after the completion of each semester. • The advanced learners are encouraged for further progression in career by participating in various co-curricular activities and career oriented program organized by the college and outside the college.

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. Cloud Computing Mapped to Microsoft MTA Exam	Nil	20/07/2018	30	Employability	Cloud service platform expertise, Programming languages, • Database management, • Network management etc.
2. Dot Net Technology (UG)	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
3. Business	Nil	20/07/2018	30	Employability	Leverages Pivot

Analytics
with Advance
Excel
Microsoft
MTA Exam

Tables,
Discerns
Patterns in
the Data,
and Uses
Data
Validation
to Avoid
Messy
Reports,
cautious
about Excel
file
formats.

4. Entrepr
neurship
and New
Venture
Startup -
Short term
Course

Nil

05/08/2019

30

Entrepr
neurship

Leadership,
Business
Management,
Time
Management,
Creative
Thinking and
Problem-
solving

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

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	Accounts/ Finance/ HR	17/06/2019
BBA	Finance, HR, Marketing	17/06/2019
BCA	As per Bangalore University	17/06/2019
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	170	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
<p>Students Feedback: We have received feedback from our BBA, BCA and B. Com under graduate final year students and MBA post graduate students. In this feedback form a distinct five-point metrics on the subject is developed. Students felt that the aims were clear for each subject and the course workload was also adaptable by the students. The syllabus framed was socially significant and proper for the placements in job area. Even the course program helps the ward to be a responsible citizen of the country. Alumni Feedback: Alumni feedback offer important outlooks for assessing academic programs and student facilities. They deliver us the ideas concerning advancement in facilities and employability of our students. We request our alumni to provide their genuine feedback on course. We have received alumni advice on syllabus and curriculum. Alumni were highly fulfilled in the course aims and the workload was also adaptable by the students. Based on the feedback of the alumni, the analysis is done. Employers Feedback: Our employers are major stakeholders, response of whom gives us input regarding increasing the employability of our students. We have received feedback from the employers where we ask our employers to comment on the curriculum. They felt that the curriculum enhances the information on application of subjects, philosophies and concepts. The syllabus is support to develop critical thinking ability and imagination. Faculty Feedback The faculty members of the institute have made it a exercise to conduct course organization meetings twice a semester. These meetings are dedicated on qualitative enhancement in content, learning substantial, student performance, research, and extension activities for Theory/Practical courses and Other Phases related to course. During these meetings, the faculty members express their response/ideas on the teaching-learning course research, and extension activities, and the same would be questioned and discussed. Similarly, the feedback is received from the faculty associates on Programmed Scheme, Theory courses, Practical Courses. Appropriate recommendations are put forward to the academic body for implementation. Based on the feedback obtained during the teaching-learning process, a course teacher is empowered to revise the contents of the course after obtaining formal approval from the Chairman, Board of Studies. ACTION TAKEN REPORT: 1. The syllabus has been revised to provide adequate knowledge for the students after careful consideration of the feedback from all the stakeholders. 2. Apart from subject knowledge measures have been taken to provide additional inputs and Ideas of the concepts which are relevant to the current job market requirement with special focus on hands-on industry relevant practical experience and internship work/ project work. 3. Extensive exposure and practical knowledge to be imparted to the future by the institute</p>

learning material, lesson plans, course notes, etc.

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 students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	157	45	19	6	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	Number of smart classrooms	E-resources and techniques used
28	27	Nill	17	1	Nill
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

2.3.2 Students mentoring system available in the institution: 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
433	28	1:15

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
30	28	2	2	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)

2.5.1 Reforms in Continuous Internal Evaluation (CIE) system at the institutional level: 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)

2.5.3 Academic Calendar: 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 inter class 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)

<https://dbimsca.edu.in/wp-content/uploads/2023/04/SSS-19-20-1.pdf>

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
Nil	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	11/06/2019
Workshop on "Intellectual Property Rights"	Department of Management Studies	03/09/2019
Workshop on "Virtual Reality and its application in Business"	Department of Commerce and Management	20/01/2020
Seminar on " Awareness of Patent Licensing among UG Students"	Department of Commerce and Management	17/02/2020

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
No Data Entered/Not Applicable !!!				
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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	Nil
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
PG	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
No Data Entered/Not Applicable !!!	
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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
No Data Entered/Not Applicable !!!						
View Uploaded File						

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
No Data Entered/Not Applicable !!!						
View Uploaded File						

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

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
View File				

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
No file uploaded.			

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
No file uploaded.					

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 !!!			
View File			

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	5100382

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
View File	

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 partially)	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 !!!			
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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	Nil
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	78	4	1	2	2	2	1	30	10
Added	0	0	0	0	0	0	0	0	3
Total	78	4	1	2	2	2	1	30	13

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	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities 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 incurred on maintenance of physical facilities
975000	3498380	300000	5357979

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 implementation	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 passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

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		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

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

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

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/ International	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)

Introduction DONBOSCO Institute of Management Studies Computer Applications Student Council is a body of 16 students of DONBOSCO 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, DONBOSCO Institute of Management Studies Computer Applications Student decided to constitute a Student Council in March 2019. 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:

193

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

96500

5.4.4 – Meetings/activities organized by Alumni Association :

01

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

<p>Teaching and Learning</p>	<p>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.</p>
<p>Examination and Evaluation</p>	<p>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.</p>
<p>Research and Development</p>	<p>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.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>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, free 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.</p>

Human Resource Management	<p>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.</p>
Industry Interaction / Collaboration	<p>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.</p>
Admission of Students	<p>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.</p>

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

E-governance area	Details
Planning and Development	<p>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 updating of Local Inspection Committee. 4. Online Preparation of AQAR Report.</p>
Administration	<p>The entire accounting system of college is computerised. The popular software Tally ERP 9 is used for administration of accounting. All</p>

	<p>student information is available on the Bangalore university websites. The accounts department of the DBIT 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.</p>
Finance and Accounts	<p>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).</p>
Student Admission and Support	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	Number of teachers	From Date	To date	Duration
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professional development programme	who attended			
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
2	2	2	2

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 facility for over time working faculties.	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 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 .The institution accounts are audited regularly by both Internal and statutory auditors. As of now there is no major findings / objections. Minor errors of omissions and commissions pointed by the audit team are immediately rectified / corrected and precautionary steps are taken to avoid references of such errors in future.

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	LIC - Bangalore University	Yes	Principal, HOD and IQAC Coordinator
Administrative	Yes	LIC - Bangalore 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. Team building 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
Workshop On Women Equality Sensitization: - BCA	24/07/2019	24/07/2019	50	37
"Gender Sensitization, Gender Equity and Women Empowerment" - Bcom	25/07/2019	25/07/2019	74	59

Workshop on Gender Equality - BBA	17/09/2019	17/09/2019	60	20
Gender Equality and Prevention of Sexual Offences against Women and Children- BCA	22/11/2019	22/11/2019	62	47
Gender Sensitization Workshop - Bcom	18/12/2019	18/12/2019	78	43
"Gender Sensitization" And Capacity Building Program - Bcom	06/01/2020	06/01/2020	82	63
"Workshop on Gender Sensitization and Community Awareness in collaboration with the IQAC" - BBA	12/02/2020	12/02/2020	68	49
International Women's Day	04/04/2020	04/04/2020	97	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 girls and Boys 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
Any other similar facility	Yes	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	taken to engage with and contribute to local community				students and staff
No Data Entered/Not Applicable !!!						
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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	03/06/2019	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	05/06/2019	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	10/06/2019	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. 100 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. • Lighting purpose, we have installed CFLs and LEDs in office and laboratories. In the office, every document is prepared in soft copy and it will be send to concerning authority for correction. After correction, it is checked by clerk before printing so we can avoid the wastage of paper and ink. In the office, final document is prepared by printing on plain paper. Before that every matter of letter or draft of any communication is prepared by hand written So, clerks are using raw papers for pre-printing draft. The institute has a water harvesting system in the campus. During rainy season water from roof tops is collected in water tank having capacity of ten thousand litters. The collected water is utilized for plants and other purposes. 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

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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-Practices.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. We will plan to arrange the University sport events 2. Institute will start short term courses 3. To invite more companies for campus placement. 4. To arrange the guest lectures by every department. 5. To conduct bridge course for fresher students 6. To organize national/International conferences, workshops and seminars. 7. To organize gender equality programmes. 8. To create eco-friendly campus.