



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**KOSHYS INSTITUTE OF MANAGEMENT STUDIES**

**NO 31/1, KADUSONNAPANA HALLI, HENNUR-BAGALUR ROAD KANNUR PO**

**562149**

**[www.kgi.edu.in](http://www.kgi.edu.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**August 2018**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Koshys Institute of Management Studies affiliated to Bangalore University and approved by AICTE, New Delhi, is one of the premier institute for Management and IT education located in Bangalore. Institute offers undergraduate programs like B.Com, BBA, BCA and Post graduate programs M.Com and MBA. Situated in lush green campus of 7 acres near to Kempegowda International airport, institute has students diversified across the globe. Managed under the aegis of Koshys Educational Trust ® and established in the year 2007 institute offers holistic development of the students and makes them industry ready at undergraduate and postgraduate levels. Koshys Institute of Management Studies offers 19 different value added programs and placement training along with the university curriculum to enrich students across disciplines.

### **Vision**

Striving continuously for excellence in Management education with global leadership qualities and entrepreneurial skills.

### **Mission**

- \* Impart the value-based Management education.
- \* Adopting modern technology and innovative teaching methodology.
- \* Imparting interpersonal skills, training and guidance for career success.
- \* Institute Industry link to meet global standard.
- \* Research, consultancy, and Professional ethics are the core competencies.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### **Institutional Strength**

Self financed institute ,established in 7 acres with lush green campus.

Serene learning atmosphere

Diversified students and faculty

Well qualified faculty with Industry and Research experience

Residential facilities for the faculty and students

Comprehensive mentoring and student support system

### **Institutional Weakness**

Institute is situated far from the centre of the city, which has location disadvantage

Inadequate public transport facility in the locality of the Institute

Majority of the students are from rural segments

### **Institutional Opportunity**

Bangalore being the IT hub, we can conduct various related programs, value added and certificate programs for students and corporates.

Institute can initiate Industry linkages and other research based programs.

Institute is in the process of obtaining accreditation from NBA

Autonomous status for the institute

Opportunity to have MOUs with reputed international universities for exchange of students and faculty.

Establish Centre of Excellence for Research and Entrepreneurs

### **Institutional Challenge**

Large number of students are from economically deprived background.

Since Institute attracts diversified students, thus at times Language could be a barrier.

Attracting reputed MNCs to campus for placement

Competition is severe due to high number of Business Schools in and around Bangalore

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The institute has a clear vision for excellence in management education with global leadership qualities & entrepreneurial skills. The college makes every effort to realize its mission of developing competent human resource through value based education, by adopting modern technology & innovative educational environment and promoting creativity to develop skilled human resource. To provide better chances for distributing available educational opportunities, the college has made efforts to diversify the courses in tune with the diversifying interests and career opportunities for students. The college has introduced demanding courses like MBA, B.Com, BBA & BCA with different value added courses like Aviation, Logistics and cloud computing. The college provides opportunities for greater exposure to the students by conducting field trips, technical training programs and professional grooming sessions for students by inviting resource persons from various institutes and from Industry.

To make the teaching and learning more innovative and interactive the college has been equipped with the modern gadgets like interactive boards (IP Boards), LCD projectors and other ICT tools. The college has also devised “Attendance Monitoring System” for its students and staffs. The College has a committee to look after the effective implementation and timely completion of prescribed syllabi in various disciplines. However, in future the college wants to provide more industry relevant courses for its undergraduate and post graduate students.

### **Teaching-learning and Evaluation**

Criterion- II is the major criteria for any higher learning institution as it involves with teaching learning and evaluation process at the institute. It includes the efforts of an institution to serve the students of different backgrounds and abilities, through effective teaching-learning experiences.

The institute has high diversity of students from different socio economical background. Catering to the needs of the students in this diverse situation could be sometime challenging for the institution.

Institution has highly qualified and research oriented faculty with relevant industry experience to teach different courses. Teacher quality and profile suits the learner requirements at the institute.

Program outcomes, Program specific outcomes and Course outcomes are devised and displayed on the website of the college to ensure learners expectations from the programs.

Assessment parameters for internal and external examinations are clearly defined by the institute and assessment system is highly transparent.

The Institute has shown tremendous improvements in the results for the past 5 years. Concentration is given on the overall development of the students by deploying mentors to address the challenges of the students from the grass root level. The management takes keen interest in hiring qualified faculty to improve the standard of teaching learning and evaluation process at the institute .

### **Research, Innovations and Extension**

This criterion seeks information on the practices and outcomes of the institution, with reference to research, consultancy and innovation. It deals with the facilities provided and efforts made by the institution to promote a ‘research culture’. The institution has dedicated faculty to undertake research projects useful to the society.

Nine research projects has been undertaken by department of MBA. The college has organized 19 seminar and workshop on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices. More than 75 research articles are published by faculty members in reputed journals with impact factor. The faculty members has participated and presented papers in national and international conference.

The major aspects of this criterion is to serve the community through extension, which is a social responsibility. The students are socially sensitized and made aware of their responsibilities through community service programmes organized by NSS unit like blood donation, visit to orphanage, awareness camp and Swachh Bharat Abhiyan.

Linkage and MOU with industries, institutions, research centres / social service organizations are formed for enhancing research, providing hands-on experience / on-job training for student projects and carrying out social welfare programmes to the community.

### **Infrastructure and Learning Resources**

The adequacy and optimal use of the facilities available in an institution are essential to maintain the quality of academic and other programmes on the campus. Our institution has 7.134 acre of land completely used for academic purpose. The other supportive facilities like Sports, library, canteen, transportation, quarters, and eco-friendly environment on the campus are developed to contribute to the effective ambience for curricular, extra-curricular and administrative activities.

The Institute library is completely automated using ILMS (LIBSOFT 9.8.5 Version) and holds approximately 7000 books, Journals, Magazines, E – Journals, E-Library for enrichment of our students knowledge. Availability of wifi facility for the students and staff members can access library through wifi for learning and teaching, technology and information retrieval on current and relevant issues.

A provision of expenditure in the budget is made annually for maintenance and replenishment of physical facilities which will ensure their availability on a continual basis. The institution adopts policies and strategies for adequate technology deployment and maintenance. The ICT and LCS facilities for learning resources are adequately available in the institution for academic and administrative purposes.

### **Student Support and Progression**

The highlights of this criterion are the efforts of an institution to provide necessary assistance to students, to acquire meaningful experiences for learning at the campus and to facilitate their holistic development and progression. It also looks into student performance and alumni profiles and the progression of students to higher education and gainful employment. The focus of this criteria is captured in the following Key Aspects:

#### **5.1 Student Mentoring and Support**

#### **5.2 Student Progression**

### 5.3 Student Participation and Activities

**Student Mentoring and Support :** Facilitating mechanisms like guidance cell, placement cell, grievance redressal cell and welfare measures to support students. Specially designed inputs are provided to the needy students with learning difficulties. Provision is made for additional value added courses in relevant areas. Institution has a well-structured, organized guidance and counseling system in place.

**Student Progression:** The Institution's concern for students progression to higher studies and/or to employment is dealt with under this key Aspect. Sustainable good practices which effectively support the students facilitate optimal progression.

**Student Participation and Activities:** The institution promotes inclusive practices for social justice and better stakeholder relationships. The institution promotes value-based education for inculcating social responsibility and good citizenry amongst its student community. The institution has the required infrastructure and promotes active participation of the students in social, cultural and leisure activities. Encouraging students' participation in activities facilitates developing various skills and competencies and foster holistic development.

### Governance, Leadership and Management

Foreseeing the future of the society, Institution took an initiation to provide the quality education to all the different class of pupil to build leaders to compete in the global market. As our institution, adopted participative management and decentralization, this encourages the faculty to come up with the new ideas and suggestions related to academics and other activities, which can be implemented after discussing with peer members and the students.

Institution framed the strategic plan to give the best, to serve its stakeholders. Strategic plan of the institute includes making the Institute Autonomous, centre of excellence. The Institution formulated many criteria to identify the eligible students, so that we can see ourselves in the league of top colleges in Bangalore.

Various committees are framed so that each committee can concentrate on its respective activities for the better outcome. Institute is having a research cell that ensures the faculty empowerment by encouraging them to organize and to attend the conferences. Management also empowering them by providing various welfare schemes and by doing the performance appraisal every year.

To uplift the quality, the institution has Internal Quality Assurance cell (IQAC). It is to monitor and regulate the outcome of academic activities and overall performance of the Institution.

### Institutional Values and Best Practices

The institution has "Women Empowerment Cell", which conducts programs like Gender sensitization, Health awareness to create the empowerment among the feminine gender to ensure the gender equality. The institution ensures safety and security to the students through "Anti-ragging cell", "Anti-harassment cell" lead by the

committee members. The action will be taken against if found according to the prescribed conduct of the college.

The institution has green campus with variety of trees all over the campus. Herbal plants are planted in the Herbal Garden to create awareness about the medicinal plants among the students, staff and other employees. It also provides clean environment by proper waste management techniques. Sewage Treatment Plant (STP) is implemented in the campus and the liquid waste is recycled and used for various purposes. The institution has taken necessary measures towards rain water harvesting. Soak pits were constructed at appropriate places to raise the water table.

The institution has conducted awareness programs with respect to the local community like “Clean environment”, “Traffic rules”, “AIDS awareness”. The awareness programs to the local community are held by the means of NSS activities. The institution also celebrates the national festivals like Independence Day, Republic Day and Birth and Death anniversaries of National personalities.

The institution practices innovative methods of teaching like experiential learning through different club activities. There are three different clubs like “Scintilla- the IT Club”, “Gyaan- Management Forum”, “MMC- Money Management Club”.

Koshys Institution is the great place to live, learn and grow.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	KOSHYS INSTITUTE OF MANAGEMENT STUDIES
Address	No 31/1, Kadusonnapanahalli, Hennur-Bagalur Road Kannur Po
City	Bangalore
State	Karnataka
Pin	562149
Website	<a href="http://www.kgi.edu.in">www.kgi.edu.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	A RAVI	080-46675507	8754190173	080-46675501	director@kgi.edu.in
IQAC Coordinator	Priyanka MNK	080-46675508	9964336368	080-46675502	priyanka.mnk@kgi.edu.in

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	



Date of establishment of the college	26-06-2007			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Karnataka	Bangalore University		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
AICTE	<a href="#">View Document</a>	30-03-2017	12	

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	No 31/1, Kadusonnapanahalli, Hennur-Bagalur Road Kannur Po	Rural	7.134	17378.76

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BBA, Business Administration	36	II PUC	English	200	197
UG	BCom, Commerce	36	II PUC	English	240	53
UG	BCA, Computer Application	36	II PUC	English	120	51
PG	MCom, Commerce	24	Bachelor degree in commerce	English	40	0
PG	MBA, Management Studies	24	Bachelor degree in any discipline	English	120	89

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	3				8				40			
Recruited	2	0	0	2	2	4	0	6	15	22	0	37
Yet to Recruit	1				2				3			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				17
Recruited	10	5	0	15
Yet to Recruit				2

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	4	0	0	4
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	0	0	0	3	0	0	0	0	5
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	2	1	0	15	22	0	40

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

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

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	3		3		6

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	34	202	0	3	239
	Female	30	30	0	2	62
	Others	0	0	0	0	0
PG	Male	7	66	0	0	73
	Female	1	15	0	0	16
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	11	6	12	5
	Female	12	22	1	2
	Others	0	0	0	0
ST	Male	2	3	8	2
	Female	2	1	0	2
	Others	0	0	0	0
OBC	Male	243	133	50	77
	Female	66	36	5	5
	Others	0	0	0	0
General	Male	31	103	100	110
	Female	20	37	33	34
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		387	341	209	237

### 3. Extended Profile

#### 3.1 Program

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

Response: 195

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	4	4	4

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
390	387	341	209	237

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

2017-18	2016-17	2015-16	2014-15	2013-14
340	240	180	180	180

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
192	166	81	149	127

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
45	39	36	30	27

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

2017-18	2016-17	2015-16	2014-15	2013-14
51	41	40	40	40

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 27**

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

2017-18	2016-17	2015-16	2014-15	2013-14
945	717	656	541	472

#### Number of computers

**Response: 126**



## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

**1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

**1.1.1 The institution ensures effective curriculum delivery through a well-planned and documented process:**

The institute follows the academic calendar provided by Bangalore University and imparts quality education depending upon the resource potentiality of the institution. The institution has developed a structured and effective curriculum. Following are the various means through which it executes the curriculum.

**Faculty Meeting:**

Head of the institution will be organizing faculty and HoD's meeting on a regular basis for discussing the progress and academic action plan.

**Academic Calendar:**

Academic Calendar has been prepared according to the guidelines of Bangalore University, to execute various activity and future plans.

**Lesson Plan:**

The lesson plan includes course outcomes, course objectives, content topics, reference books. The expected course outcomes is achieved through the efforts taken by the faculty with deep study of the subject at the beginning of each semester. The lesson plan provides an insight on how the course is delivered in a semester.

**Course File Contents:**

Sl.No.	Particulars
1	Program Specific Outcomes (PSOs)
2	Course Outcomes (Cos)
3	Course Syllabus
4	Teaching Plan
5	Individual Time Table
6	Notes (Hard/Soft Copies)
7	University Question Papers and Model Paper
8	Unit Test I/II/Prelim: Question Paper, Attendance Record, Result

### **Meeting the Vision and Mission of the Concerned Department:**

Each department sets its own Vision and Mission which matches with the Institutional Vision and Mission.

Program Specific Outcomes and Course Outcomes are developed for each program.

### **Deployment of the action plans:**

1. Effective implementation of curriculum is periodically reviewed and rectified the gaps by HoD's and faculty.

2. Based on the curriculum various assessment examinations like class tests, and written exams are regularly conducted as per the academic calendar.

3. Proper evaluation review of the results is carried out by the respective faculty and the HoD's. Progress of the students is regularly informed to their parents through phone calls and Letter Correspondents.

4. The parents are invited to meet the HOD, faculty and class In-charge to have an on the spot assessment of the students at the time of Parents Teacher Meeting (PTM).

5. Smart classrooms are provided to implement the curriculum effectively.

6.The communication skills of the students are built through aptitude session, critical thinking, group discussions and interviews to meet corporate requirements.

7.Faculty prepares syllabus coverage report, report of lectures conducted and record of remedial classes conducted. Based on these records continuous assessment report of students performance is prepared and displayed on notice board.

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### File Description

#### Document

Details of the certificate/Diploma programs

[View Document](#)

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 11.3

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	0	0

#### File Description

#### Document

Details of participation of teachers in various bodies

[View Document](#)

## 1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

**Response: 15.9**

1.2.1.1 How many new courses are introduced within the last five years

Response: 31

**File Description****Document**

Details of the new courses introduced

[View Document](#)**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented****Response: 80**

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 4

**File Description****Document**

Name of the programs in which CBCS is implemented

[View Document](#)**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response: 43.1**

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
256	172	193	102	0

**File Description****Document**

Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs

[View Document](#)

### 1.3 Curriculum Enrichment

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

As a part of Corporate Social Responsibility the Institute organizes various activities like tree plantation, public awareness through rallies with the help of students.

The efforts made by the institution are

1.Regular updates and articles are displayed on notice board.

1.Environmental Education and Human Rights are taught as per Bangalore University curriculum.

1.College makes constant efforts to enrich the campus with greenery to keep environmental balance.

1.Conducts seminars for both students and faculty on Human Rights etc.

1.Apart from these activities the college has conducted Women's Day, Breast Cancer Awareness, Legal Awareness, and Women's Health Awareness Program.

1.The college is actively working on the cells like anti sexual harassment cell, anti-ragging cell, Placement Cell, Student grievance Redressal cell etc.

1.To enrich curriculum students are encouraged to do live projects, documentary movies on small scale industries, large scale industries, project work, case studies, group discussion, publish research papers in National & International Journals and Seminars.

1.Library is facilitated with 10001 books, 11 National & International Journals, internet & WI-FI facility for the students. Our college has book bank scheme and fee concession for poor and weaker students.

1.Complaint from student regarding Canteen, Hostel facility, institute properly discuss and resolve

with mutually agreed solutions.

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

**Response:** 6

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

Response: 06

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 1.28

1.3.3.1 Number of students undertaking field projects or internships

Response: 5

File Description	Document
List of students enrolled	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

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

**A.** Any 4 of the above

**B.** Any 3 of the above

**C.** Any 2 of the above

**D.** Any 1 of the above

**Response:** A. Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

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

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

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

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

File Description	Document
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 71.32

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

2017-18	2016-17	2015-16	2014-15	2013-14
390	387	341	209	237

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

2017-18	2016-17	2015-16	2014-15	2013-14
680	480	360	360	360

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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



**Response:** 78.19

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

2017-18	2016-17	2015-16	2014-15	2013-14
330	240	180	76	93

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

**Response:**

Description of the initiatives:

Students enter college with varying skills and levels of knowledge. It is important to identify students who need extra guidance so that they can be brought on par with their peer group.

When students take admission in the college they will be assessed by a test comprising of quantitative aptitude, reasoning and general awareness for 50 marks.

Students who score less than 20 marks are considered as weak students and students who score more than 20 are advanced learners.

One of the challenges faced by the institution is the differing levels of competency in English language skills amongst students. The medium of instruction for most subjects in the college is English. Hence, students who come from schools that provided instruction in the regional language find it difficult to cope. To deal with this challenge a number of strategies have been adopted such as organizing English tutorial classes.

At times, advanced learners in the class who are fluent both in English and the regional language provide

peer support. Special courses on life skills, computer literacy and communication are organised on a regular basis to help bridge the gap amongst students in these areas.

Another area where differing skill sets create difficulties in the classroom is with respect to Numerical skills (Mathematics). For subjects like Economics, Commerce and statistics, Students who need extra help in numerical skills are identified and helped through remedial classes and tutorial groups.

The college encourages students to think critically, push the boundaries of their discipline and go beyond the received curriculum. Students are presented with a plethora of choices to reach their full potential in diverse fields, both academic and extra-curricular.

Advanced learners are encouraged to make presentations as part of their evaluation. Faculty mentors academically bright students and they are encouraged to excel by providing them with extra reading material and challenging topics for discussion.

Such students are also motivated to present papers at inter college seminars and paper presentations. The college brings out an academic News-Letter. Advanced learners contribute articles and are encouraged to become student editors and peer-reviewers.

Students are presented with opportunities to participate in national and international seminars. Koshys Institute of Management Studies has collaborations with a number of prestigious universities for conferences, cultural and academic exchange programmes. High academic achievers are chosen to represent the college.

Students at Koshys Institute of Management Studies also get the opportunity to interact with a range of people, from varied fields, whose ideas have impacted our contemporary world. This exposure to a diversity of viewpoints, ideologies and professions inspire students to think out of the box and opens up a range of possibilities.

Students are encouraged to blend classroom learning with field work and practical experience by way of internships and collaborative research projects supervised by faculty

**2.2.2 Student - Full time teacher ratio****Response:** 8.67

File Description	Document
Any additional information	<a href="#">View Document</a>

**2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Response:** 0**2.2.3.1 Number of differently abled students on rolls**

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.3 Teaching- Learning Process****2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

Participative learning is used while introducing a topic, explaining basic concepts and providing the latest information on the topic. Renowned personalities are invited to deliver expert lectures on selected topics. However, emphasis is also laid on student participation in the teaching-learning process. Interaction facilitates, in-depth understanding of the subject enables teacher to obtain a positive response from the students. Students are encouraged to ask and get their doubts clarified.

The topics from syllabi are chosen and allotted among students for presenting seminars. The students themselves study the topics and take the help of teachers to prepare the seminar paper and also power point presentations. The students in a class are divided into groups of 5-6 students. Each group has assigned the topic as per their choice and asked to study the topic, collect the background information and prepare their views. The teachers asked to take the help of newspapers, magazines, internet, books etc. It develops their knowledge of the subject, communication skill, leadership qualities and also other soft skills. Students learn better by doing and observing themselves as they are able to grasp the subjects effectively.

So the College practices it by following ways: Students' study tours are arranged to visit financial institutes, industrial units, Stock Exchange, cooperative societies, etc. to interact with the personnel and collect first-hand information. Students are encouraged to prepare charts, posters and models In order to develop the entrepreneurial qualities; the Business Entrepreneurship Department guides students for preparation of business plan and execution of the same. Practical of various subjects of Computer Science, Commerce and languages develop technical skills among students. Projects of students develop their understanding of the processes of scientific research within their particular discipline. These projects give chance to the students to solve authentic problems and produce results. It also develops higher level thinking. Environment Awareness, Business Environment and Entrepreneurship undertake the activities

like field visit report, writing business plan, market survey, costing, record keeping etc.

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 33.33

#### 2.3.2.1 Number of teachers using ICT

Response: 15

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 8.67

#### 2.3.3.1 Number of mentors

Response: 45

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

We have taken it as a challenge to improvise the Teaching – Learning environment into student friendly learning. We mainly adopted the below methods to transform the learning environment.

**Digital library:** Students are provided with an access with NPTEL & Shodhganga references for quick learners. College library has an access to many international journals & publications through memberships.

**Subjective seminars:** Additional seminars on the subjective topics, mini projects related to their subjects and submission of study reports on real time analysis is made mandatory from pre final year.

**Power Point Presentations:** Faculty made Power point presentations including the videos of the lectures on topics as per the syllabus is presented to the students at the end of every chapter for the students' ready reference. This helps the slow learners for a better revision.

**Snap tests:** Students scoring less than 60% are regularly monitored by snap tests. Concerned subject faculty members conduct snap test by the end of every two chapters. Result in snap tests is considered as a grading factor for internals. 35% of the marks are awarded as internal grade & 65% of marks are considered from the Mid Term examinations.

**Outcome based learning:** The institution ensures achievement of learning outcomes through:

- Feedback will be taken by the faculty members at the end of the course on course outcomes and the Assessment Committee analyze whether the corresponding outcomes are achieved through the course outcomes.
- The exit students will also give the feedback of the Program Outcomes when they are leaving the institution.
- Continuous evaluation in both theory and lab subjects.
- Every student's outcome is identified through the Course Outcomes and mapped with Program Outcomes and Program Specific Outcome.

**Guest Lectures:**

We do conduct knowledge based guest lecturers often from industry experts so that students can know and connect what is happening in the industry.

**Seminars and conference:**

At regular intervals seminars and conferences are organized at Koshys Institute of Management Studies to bring in together academia and industry experts. Recent trends in the Industry will be discussed and deliberated ,and relevant research papers will be presented by students and the participants.

**Industrial Visits:**

It is a regular practice to visit Industries to have a practical experience. Final years do visit industries during their Internship and project work as project work is compulsory for the final year students as it is a part of curriculum. All these activities are taken care and monitored by Hod's of the concerned departments.

## 2.4 Teacher Profile and Quality

**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years****Response:** 83.17**File Description****Document**

Year wise full time teachers and sanctioned posts for 5 years

[View Document](#)**2.4.2 Average percentage of full time teachers with Ph.D. during the last five years****Response:** 7.16**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	4	1	0

**File Description****Document**

List of number of full time teachers with PhD and number of full time teachers for 5 years

[View Document](#)**2.4.3 Teaching experience per full time teacher in number of years****Response:** 6.16**2.4.3.1 Total experience of full-time teachers**

Response: 277

**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 0**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>

#### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 23.91

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

2017-18	2016-17	2015-16	2014-15	2013-14
9	10	12	10	9

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

**Response:**

Internal Assessment Test

Each course offered at the institution will have two components.

1.Internal Assessment Marks and

2.Semester end examinations

Each paper will carry 100 marks in which 30 marks for internal assessment and remaining 70 marks for written examination to be held at the end of the semester. The duration of the external examination shall be for 3 hours.

The various components of the IA for 30 marks are as follows

<b>I and II semester</b>		<b>III ,IV ,V and VI semester</b>	
Attendance	5	Attendance	
Two internal tests (one announced and one surprise)	10	one internal tests (surprise)	
Assignment	5	Case study Presentation	
Presentation	5	Mini Project	
Books /Journal article review	5		
	30		

% of attendance	Marks
75-79%	1
80-84%	2
85-89%	3
90-94%	4
95+	5

Along with this for the practical subjects at bachelor of computer applications various coding and debugging assignments will be given and students are scored on their performance.

At the end of the semester students performance will be discussed with the parents and the students. We also send periodical letters to parents informing about the attendance status of their wads and their academic performance.

Continuos Internal Evaluation system at the institute helps for

- Improved student understanding in domain knowledge and over all development of students.
- Improved results and pass percentage.
- Reduced backlogs and detention
- Improved quality of projects
- Improved placements and options for higher studies.
- Faculty members are rewarded accordingly basing on students performance.



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

#### **Response:**

The College organizes orientation programs to the students to make them acquainted with the rules and regulations of the affiliating university, examinations, evaluation process, extra-curricular activities etc., similarly every department organizes a semester orientation program with parents in the first week after starting a new semester. Head of the departments communicate about subjects of the semester to the students, parents and other institutional members in the semester Orientation Programs. College handbooks are handed over to the students after the orientation program and college website link is also provided simultaneously.

Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects. The institute follows the regulations of Bangalore University. Marks for the experiments performed will be displayed in the department notice boards within a week time of commencement of the laboratory sessions. Marks obtained in all the courses are grouped and is considered as 50% of total marks for the Internal Exam. Slow learners are permitted to improvise their marks by redoing the experiment if they have scored low. Heads of the departments are fully empowered to suggest the re assessment of the total marks by the approval of department committee. All such modifications will be displayed in the department notice boards for student reference. The college prepares an Academic Calendar in line with university calendar prior to the commencement of the academic year in consultation with the Heads of the Departments.

After each semester last working day, the internal marks are displayed on the notice board and if students have any grievance they will be counseled and addressed by each subject faculty and guidance will be given to score higher marks in the fourth coming semester.

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

#### **Response:**

Examination related grievances are handled by the student mentor to make it time bound & transparent. Internal examination answer scripts are distributed to the students as regard to total checking and for clarifications if any. The marks awarded for the mid exams which constitute the internal assessment component are displayed on the examination section notice board.

The exam section displays the evaluation report by cross checking the statement of marks as submitted by the respective faculty member of the department.

1) Student approaches his mentor for the clarifications related to internal marks,

midterm's marks & other if any.

2) Student issue related to the above will be perceived by the mentor in a time bound of 6 days.

3) Student mentor cross checks the same issue with the department & exam section.

4) Issues will be identified & sorted. Recommendations will be forwarded to the department internal committee.

5) A clear report of the issue will be given to the examination section through Departmental Internal Committee.

6) The entire process is monitored by the chief examination In -Charge and then the final details will be forwarded to the Bangalore University.

Grievances related to the university external examinations will be addressed by the chief superintendent, Examination Department of Bangalore university.

University will appoint one sitting squad and there will be also a flying squad to monitor the exam system properly. The sitting squad member will be the responsible person for any issues at the time of examinations. If there are any issues ,it will be addressed to the chief superintendent for final decision. If any students is found with misconduct during the examinations, student would be asked to leave the examination hall immediately.

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

##### **Response:**

The committee consisting of Principal and Controller of Examinations and all the HODs prepare the academic calendar well in advance before the commencement of the semester. The calendar outlines the semester class work schedule, internal examination schedule and external examination

schedule. This will be worked in alignment with the university calendar of events.

The faculty members of the concerned department gather the lists of courses for the coming semester.

The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise.

The faculty members are expected to prepare the lesson plan before the commencement of semester, indicating the topics to be covered ,lecture wise including the evaluation process for each subject and it is duly reviewed by the one of the senior faculty in the department and approved by the head of the department. It is then, made available to the students.

Timetable in-charge of each department prepares the timetable as per the guidelines of respective statutory bodies for the number of credit hours for each subject prior to the commencement of the semester. Timetable is uploaded on the system and displayed in the respective department notice boards.

The performance of the students is assessed on a continuous basis by conducting two mid exams as per the Bangalore University norms per semester where the average is taken of

both. .

In addition to the tests, assignments, mini-projects and quiz are the part of Continuous Internal Evaluation. The evaluated answer books are returned to the students and an opportunity is given to the students to discuss the evaluation with the teacher. The teacher rectifies any error on the spot, if any. Finally the Internal Assessment is carried out for 30 marks.

## 2.6 Student Performance and Learning Outcomes

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

### **Response:**

PO 's are displayed at the notice board At the time of counselling for admission process PO's are conveyed to the students At the beginning of every academic year, every subject teacher conveyed CO at the introductory lecture of respective subject / course. The college has clearly specified the learning outcomes for its programmes on College website. Every course has specific set of objectives which are approved by the Board of Studies of the Bangalore University. Course Outcome of the respective subject designed by considering these Objectives. The copies of the syllabi are kept in the College library for students. The students are made aware of the learning outcomes through the Principal's address in the beginning of the academic year in the form of induction programme. The faculty of every subject explains course objectives, evaluation pattern, marking scheme etc. to the students. The induction programme and the website also highlight the same.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

#### Response:

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

Students attainment of CO, PO and PSO are assessed by customized evaluation pattern to suit the Course and its COs.: Evaluation includes: Seminar presentation, Short quizzes or objective questions Home assignments, tutorials Extension Work Open Book Test Research Project by an individual student or a group of students, Role playing Workshops The college provides opportunities to students to exhibit their understanding through the medium of expression i.e. oral or written. The outcome of the entire exercise is that the evaluation method does not become a hurdle while evaluating students' attainment of CO, PO and PSO of specific Course. Students can optimally express their knowledge and this enhances their confidence. The college follows the evaluation pattern prescribed by the Bangalore University. This type of evaluation includes, mid term test, practical and annual examinations conducted at the end of course. These examinations and results also measure the attainment of CO, PO and PSO.

Some modes of evaluation of attainment of PO,CO and PSO are which are used at the institute are

- 1.Student scoring in the university examination
- 2.student evaluation at the CES-continuous evaluation system
- 3.Assignment and projects
- 4.Alumni survey
- 5.Employer survey

**2.6.3 Average pass percentage of Students****Response:** 82.05

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

Response: 192

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

Response: 234

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.41

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 6.07

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

2017-18	2016-17	2015-16	2014-15	2013-14
3.47	0.6	0.8	1.2	0

#### File Description

#### Document

List of project and grant details

[View Document](#)

e-copies of the grant award letters for research projects sponsored by non-government

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 6.67

3.1.2.1 Number of teachers recognised as research guides

Response: 3

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

**Response:** 0.25

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

Response: 9

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

Response: 177

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
Funding agency website URL	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

**Innovation & Incubation centre:** The institute provides excellent environment for research-and-technology-driven innovations. Innovation and incubation hold the key to sustenance of all entrepreneurial efforts be it within educational systems or elsewhere. We fervently wish to link innovation and incubation to bring about positive changes in efficiency, productivity, quality, competitiveness as our students, faculty and other stakeholders seek to transform ideas into products or services.

Innovation & Incubation committee:

Conveners: Dr. A. Ravi

#### Members:

1. Dr Shenbagavalli
2. Dr P.Sudarkodi
3. Prof Ragavendra
4. Prof Priyanka MNK
5. Prof Jagadeesh Babu
6. Dr Ramadevi D
7. Prof Swetha VD
8. Prof Smitha Biji

- To create effective links between academia and industry which are considered by the Government as core to the development intensive economy.
- To achieve excellence in education and research in consonance with the contemporary and future needs of India through meaningful education, original research and leadership in technological innovation for the industrial growth of the Country.

- To build entrepreneurial education to develop necessary background to take up viable and feasible start-up ventures.

#### Activities Envisaged:

- To support and promote rural entrepreneurship in the region through training, demonstration and dissemination of technologies and opportunities to the people at grass root level.
- To assist for setting up of technology exhibition, awareness camps and product development plans.
- To provide support in documentation, publication and patenting of innovations.
- To provide with latest prototyping equipment's and software for developing their business ideas

#### Activity Completed:

- The institution through its various workshop and seminar encourages students across various departments to develop innovative and creative business ideas.
- The institution regularly organizes business plan competitions through which meritorious projects are identified and selected for direct support.

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

**Response:** 19

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	6	3	2	6

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

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

**Response:** Yes



File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** No

File Description	Document
e- copies of the letters of awards	<a href="#">View Document</a>

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

**Response:** 0

3.3.3.1 How many Ph.Ds awarded within last five years

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

**Response:** 3

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

### 3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Response:** 2.32

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

2017-18	2016-17	2015-16	2014-15	2013-14
31	19	13	11	8

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

### 3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response: 1.3**

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	5	21	7	6

**File Description****Document**

List books and chapters in edited volumes / books published

[View Document](#)

**3.4 Extension Activities**

**3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years**

**Response:**

The institution conducts multiple Extension activities in neighbourhood community.

**Neighbourhood community identified by KIMS**

- 1.Kadusonnappanahalli
- 2.Kannur
- 3.Bagalur village
4. Sathanuru village.

These activities have sensitized students to social issues and helped in total development of students personality and indirectly society as whole. Through our innovatively designed NSSprogram, we provide opportunities to students to empathetically understand and appreciate the problems of the communities, awaken social consciousness and inculcate in them a sense of dignity of labour and fellow feeling. Today, we are strongly connected to our immediate society as well as the nation through an emotional and moral bonding by the virtue of passion and dedication with which our students carry out the various social service initiatives. Our activities embodied the motto of NSS, both in letter and spirit i.e. "Not Me, But You" that captures the essence of democratic living and upholds the need for selfless services and appreciation of another man's point of view and also shows consideration for fellow human beings

The institution promotes institution-neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students regularly by arranging different social activities within and outside the campus through the following activities. Some of these are listed below:

**Awareness for higher education:** The College has been regularly creating awareness for Higher education in Bagalur village government school.

Impact: The percentage of girl students for higher education has been increasing every year.

**Blood donation camp:** The College organizes a blood donation camp every year in collaboration with Rotary club, Indian red cross and Ocean Blood Bank.

Impact-This has created a sense of social awareness among students.

**Conduct of intercollegiate competitions:** All departments within the institution have formed student societies both in technical and cultural domains .These societies are regularly conducting events on a massive scale with participation of various institutions across Bangalore.

Impact: Competitions based on certain extension activities are conducted and the winners are suitably awarded with certificates, cash and trophies. This provides a platform for students to compete with their counterparts.

**Conduct of NSS training camps:** NSS training camps are conducted for students. This imbibes self-discipline, self-initiative and strengthens the sentiment of nationhood.Our regular social service activities include cleanliness drives (swachh Bharat), environmental protection, healthcare support and educational support among others.

•

### Developing leadership qualities among the students and unemployed youth through following program

- Create Health awareness camp, Blood Donation Camps and literary programs.
- Organizes awareness programmes on Road safety by distributing pamphlets of wearing helmet, seatbelts, drink and drive, minor driving, following safety rules etc.,
- Create awareness on Polio by printing and distributing relevant pamphlets among the public.
- The above activities make the students aware of their social responsibility; social environment etc., which in turn transforms them into responsible citizens with moral values.

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

**Response: 1**

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

#### File Description

#### Document

Number of awards for extension activities in last 5 years

[View Document](#)

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

**Response: 18**

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	4	2

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

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

**Response:** 75.18

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

2017-18	2016-17	2015-16	2014-15	2013-14
280	304	251	150	190

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

## 3.5 Collaboration

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

**Response:** 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	2	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>

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

**Response: 4**

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

Koshys Institute of Management Studies has well equipped and sufficient Physical infrastructural facilities to support the learning and teaching process. The campus built up area is 17,378.76 Square Meters of land. Instructional area has 2,622 Square Meters; the main administrative area has 1,371 Square Meters, and remaining 11,987 Square Meters of land covers for the amenities area.

The Departments have separate self contained built up area, and have 25 Class rooms with proper lighting and ventilation, the carpet area is 1231.82 Square Meters. It has 07 tutorial rooms for slow learners with carpet area of 507.22 Square Meters. The College has 01 well furnished room for conducting workshop with carpet area 141 Square Meters. It is also maintaining one additional class room for contingent purpose in case if needed having carpet area is 360 Square Meters. College has 02 seminar halls for conducting National and International seminar, having carpet area is 283.16 Square Meters.

Learning Resource Centre (LRC): Our Institute has well equipped library, the books are arranged departmental wise which is located in the Academic block. It has carpet area of 144.55 Square Meters. The reading area can accommodate 100 users at any time where they can read/consult reference books, Journals (both print and electronic) using internet connection. The LRC has over 7000 books, subscribes to 21, print Research Journals and 3 e-Journals, magazines, transactions and conference proceedings.

Our Institute has 03 computer laboratories with updated configuration. The labs are having carpet area of 164.92 Sq. mtrs. Institute has 24 hrs first aid facilities for faculties and students. The Institute provides accommodation facility for faculty. An outdoor floodlit ground is available for athletics games. Indoor facility for Table Tennis, Carom and Chess is also provided. College has hostel facility for boys and girls. Institute has spacious auditorium & open theatre with capacity of 900 students with good sound & lighting systems. College campus has ATM facility of South Indian Bank inside the campus for the employees and students. A Convenience Shop and a Cafeteria cater for the daily needs.

The Institute has 1 Car, 1 Ambulance and 4 Buses for its transport needs. The Institute operates a bus service for its employees and Students staying out of the campus.

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

**Response:**

The Institution has adequate facilities for Sports, Games (Indoor, Outdoor, Gymnasium, Yoga Centre etc.) and Cultural Activities.

Sl no.	Particulars	Available
--------	-------------	-----------

1	Volley Ball Court	1
2	Foot Ball Court	1
3	Khabaddi Court	1
4	Kho Kho Court	1
5	Table Tennis Court	2
6	Cricket Ground	1
7	Chess Table	2
8	Carom Table	2
9	Yoga Hall	1
10	Gymnasium hall	1

The Institute has cultural club is Organizing many cultural activities and events for students both inter and Intra cultural fests.

Year	Name of the Event
2017-18	Orientation programme, Fresher's day – Welcome party (NOVFIESTA) , Independence day, T day (Mahotsav melam -2K17), Republic day, Women's day, Food fest, Graduation day, Fare day ( SPECTRA), College day (SAMHITA), Alumni meet (SAMVEERA), International Yoga fest (IMPULSE), Flash mob.
2016-17	Orientation programme, Independence day, Ethnic day (Mahotsav melam -2K16) Teachers Rangde (FEB CARNIVAL), Women's day, Founders day ( SPECTRA), College day (SAMHITA), Yoga Day , Graduation day



2015-16	Orientation programme, Independence day, Ethnic day , Teachers Day, Republic day,, Wor day ( SPECTRA), International Yoga Day , College day (SAMHITA), Graduation day	Wor
2014-15	Orientation programme, Independence day, Ethnic day , Teachers Day, Republic day, Wor day, International Yoga Day , College day Graduation day	Wor
2013-14	Orientation programme, Independence day, Ethnic day , Teachers Day, Republic day, Wor day, International Yoga Day , College day Graduation day	Wor

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

**Response:** 100

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 27

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

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

**Response:** 17.76

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

2017-18	2016-17	2015-16	2014-15	2013-14
210	110	95	82	102

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

**Response:**

The library is automated, using LIBSOFT software with version of 9.8.5. College has automation for books, journals, project reports of students. LIBSOFT is a multi user package designed and developed by a team of library professionals and software professionals for effective management of a library from all aspects. This package has been designed to handle huge volumes at lightning speed, thus saving manpower. Libsoft is a Windows / Web based software and it runs in any Windows environment and hence it has excellent Graphical User Interface.

The Version 9.8.5 is a Multi user package with database loaded in the server. The individual nodes across different departments can share the data from the server. Create/Modify/Delete different users (Password Protected), with restrictions set by the administrator at the time of creation. It generates Purchase Orders that can be sent by E-mail directly. **Announcements (News/Messages) will be displayed to all members in Individual member web OPAC account.** Members can check their transaction details (title of their transaction, due date, fine amount and reserved material details) through web OPAC. It has simplified serials module with auto reminder. Circulations with bar code interface wherein the user needs very few interactions with the system. Circulation settings for different materials with different cards and due days. Excellent multiple reservation facility to reserve the book which has been issued. Title of the Report, date and Time of report generation will be shown as Report heading. Graphical representation of Expenditure, Books in Demand, New Arrivals, Material distribution, Member transaction details, stock status etc. the way the user prefers.

Membership card for Members/Users with Bar code. Facility to track the Saved, Modified, Deleted and Circulated materials through Log entries for each action (Book Entry/ Circulation / Purchase Orders etc). Free tools for direct database interaction, and easy to entry for fast data correction of material.

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

**Response:**

**Our college library has Rare Book collection of 140 volumes.**

That is 140 volumes of The Encyclopedia Americana; Published in the year of 1956, the name of the publisher is Americana Corporation. Library also has 20 Volumes of “The Book of Knowledge” Edited by my V.Mcloughlin, and Published by the Grolier Society In co, in the year of 1956. The one more book special regards to Swamy Vivekananda “The Culture Heritage of India”. No of volumes are available is 08, published by Ramakrishna Mission in the year of 2013 and latest and Special edition on the 150th Birthday Celebration of Swamy Vivekananda, edited by Dr. Tapan Raychudury, Dr. Sukumar Bhattacharya, and Dr. Uma Das Gupta, in the year of 2013. College library is subscribed for journal based on Swamy Vivekananda.

Institute also has huge collection of **Journals and Magazines** with related to Commerce, Management, Computer application, different languages, culture and ethics. For the academic year 2017-18 library has subscribed for 21 Journals and 11 Magazines related to academic, general knowledge, and for competitive examination purposes.

Being part of **Special Reports**, library has maintained good number of Projects reports which is guided by college faculty with different streams i.e., MBA, BBA, BCA and B.Com. So students can refer these reports for making new academic projects in the upcoming years with innovative topics where they can enrich their knowledge.

### **Library enrichment**

The Institute has a well equipped library with 6388 books including text books, reference books, general books, 32 National and International journals and periodicals on various subjects. The Library provides various support services such as book bank scheme with more than 500 books for economically weak and poor students, computer facility with Wi-Fi connection which assist faculty and students on information on selected topics, information on new arrivals, display of interesting articles, question papers of previous years are maintained for students reference and to prepare for the examinations.

#### **4.2.3 Does the institution have the following:**

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

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 2.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	4	2	1	2

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 18.85

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

**Response:** 82

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

The infrastructural development is given top priority, as the College realizes the correlation between adequate infrastructure and effective teaching – learning. The strategies adopted for ensuring

adequate infrastructure are as follows:

- At the beginning of the academic year requirement are assessed for replacement and up gradation based on the course requirements.
- The institute has always been reviewing the current needs and accordingly the internet bandwidth is upgraded from time to time..

The plan of up gradation is shown in table 4.3.1A& 4.3.1B

Table 4.3.1 A : Year Wise up gradation of IY Facilities

Academic Year	Student Strength	IT Facility	
		Specification	Quantity
2017-2018	997	Desktop Computers	12
		Projectors	25
		Printers	10
		UPS	5
		CCTV	3
		Scanners	5
		Firewall	1
		Switch	5
		Routers	2
		Access point	7
2016-2017	822	Desktop Computers	10
		Projectors	18
		Printers	6
		CCTV	25
		Scanners	4
		Firewall	1
		Switch	4
		Routers	3
Access point	6		

2015-2016	678	Desktop Computers	75
		Projectors	12
		Printers	5
		CCTV	22
		Scanners	1
		Firewall	1
		Switch	3
2014-2015	656	Desktop Computers	65
		Projectors	8
		Printers	2
		CCTV	20
		Firewall	1
2013-14	559	Desktop Computers	35
		Projectors	8
		Printers	2
		CCTV	10
		Switch	3

#### 4.3.1B: Year wise Internet Up gradation

Academic Year	Student Strength	Internet Up - gradation
2017-2018	997	65 Mbps
2016-2017	882	30 Mbps
2015-2016	678	16 Mbps
2014-2015	656	8 Mbps
2013-2014	559	4 Mbps

◦ Institute has upgraded the 65 Mbps Leased Line Internet connectivity to 100 Mbps Leased Line.

- The Internet Service Provider (ISP) provides connectivity with high fault tolerance.
- Internet connectivity is available in all the class rooms.
- The labs are equipped with LCD's for online demonstration to students.

#### 4.3.2 Student - Computer ratio

**Response:** 3.1

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

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** >=50 MBPS

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

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

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

**Response:** 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
9.45	7.17	6.56	5.41	4.72

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

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

##### **Response:**

The Institute has maintenance committee that oversees the maintenance of buildings, classrooms and laboratories. The maintenance committee is headed by the Facility Manager who in turn monitors the work of the Supervisor at the next level. The Supervisor is accountable to the Facility Manager and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leave etc. The maintenance officer conducts periodic checks to ensure the efficiency / working condition of the infrastructure.

Adequate in - house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non - teaching staff assigned for each floor. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor.

The Green Cover of the campus is well maintained by a full time gardener. Optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained in - house electricians and plumbers.

Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories.

Parking facility is well organized. It is efficiently maintained by our Facility Department. The campus maintenance is monitored through surveillance Cameras. Every department maintains a stock register for the available equipments. Proper inspection is done and verification of stock takes place at the end of every year. The civil and electrical work is adequately monitored and maintained by the Estate office. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the new semester.

Pest control of library books and records is done every year by the maintenance department. Manager and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house- keeping.

The non-teaching staffs are also trained in maintenance of Lab and computer equipments.



The Facility Manager and his team look after the maintenance of rest rooms, approach roads and neatness of the entire premises. Housekeeping services are regularly executed and monitored.

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 6.74

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

2017-18	2016-17	2015-16	2014-15	2013-14
43	36	26	12	0

#### File Description

#### Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

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

[View Document](#)

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

**Response:** 23.22

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

2017-18	2016-17	2015-16	2014-15	2013-14
150	66	81	47	34

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses

**7. Yoga and meditation****8. Personal Counselling****A. 7 or more of the above****B. Any 6 of the above****C. Any 5 of the above****D. Any 4 of the above****Response:** A. 7 or more of the above

<b>File Description</b>	<b>Document</b>
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years****Response:** 33.75

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

2017-18	2016-17	2015-16	2014-15	2013-14
120	145	75	98	75

<b>File Description</b>	<b>Document</b>
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years****Response:** 27.25

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
115	95	70	76	60

<b>File Description</b>	<b>Document</b>
Details of the students benefitted by VET	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 70.96

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

2017-18	2016-17	2015-16	2014-15	2013-14
63	113	77	137	85

<b>File Description</b>	<b>Document</b>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>

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

**Response:** 3.65

## 5.2.2.1 Number of outgoing students progressing to higher education

Response: 7

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

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

Response: 4

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

#### Response:

#### 5.3.2 Student Council in Koshys Institute of Management Studies

Koshys Institute of Management Studies has its student's council with student representatives from MBA, BCom, BBA and BCA. The student representative actively takes part, suggests and contribute in administrative work of the institute by means of developing an effective communication between students and the institute. The composition of student council is

1. PRESIDENT-1

2. VICE PRESIDENT -4 nos

3. GENERAL SECRETARY -1

4. SECRETARY – 1

5. TREASURER -1

6. JOINT SECRETARY -4nos

7. FACULTY ADVISOR – 3 nos

The new student representatives are elected unanimously among the first year students of all departments, while the second year representatives are continued from first year representatives group. The KSC comprise of 21 student members (each from first & second year) selected based on following criteria;

- 1) Good communication skills (verbal and written)
- 2) Planning & Organizational skills
- 3) Problem solving & Reasoning skills
- 4) Interpersonal skills
- 5) Ability to give constructive suggestions and appropriate solutions

Objective:

- Student Council is the representative body of the students of the college.
- The objective is to make the students participate in the development of the institute as well as in the process develop their personality, organizational skills and career through interactive programs with the faculty, administration and society.
- The goal of the student council is to provide a common platform to students for co-curricular and extra-curricular activities. It is responsible for all the major technical, cultural, literary and sports activities organized in the college premises.
- Activities under the council will be well supported by a team of faculty members

**DUTIES AND RESPONSIBILITIES OF THE COUNCIL MEMBERS:**

**PRESIDENT**

Delegates power to Vice President, General Secretary and other office bearers to manage overall activities, taking adequate measures to safeguard the interest of the students/association.

**GENERAL SECRETARY/SECRETARY**

Spearheading the council activities, planning, executing and monitoring the calendar of activities across the academic year.

**TREASURER**

To plan the budget for the various events handled by the student council, manage the disbursement of funds allocated to the council and prompt preparation of statements of account.

**TECHNICAL COMMITTEE**

To organize intra and inter collegiate technical festival, members of the committee will have responsibilities such as choosing the talent for the events, coming up with an interesting and relevant theme that unifies people, advertising events, and recruiting volunteer. Also create awareness of

participation in these events both inside and outside the campus.

#### CULTURAL COMMITTEE

To organize intra and inter collegiate cultural festivals, choosing the talent for the events advertising events, and recruiting volunteers. Also create awareness of the importance of participation in these events both inside and outside the campus.

#### NSS ACTIVITIES

To organize awareness campaigning, conductually, arrange blood donation camps, road safety programs etc.

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

**Response: 5**

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	5	4	4

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

**Response:**

### 5.4.1 ALUMNI ASSOCIATION CONTRIBUTION TO THE INSTITUTION

Koshys Institute of Management Studies is proud to have an alumni association named “**KOSHYS GROUP OF INSTITUTION ALUMNI ASSOCIATION**” which is been registered. The composition of the executive committee member list includes:



S. No	List of Heads	Heads in Numbers
1	PRESIDENT	1
2	VICE PRESIDENT	5
3	GENERAL SECRETARY	2
4	JOINT SECRETARY	5
5	TREASURER	1
6	FACULTY CONVENOR	1
7	FACULTY CO ORDINATOR	3
8	STUDENT CO ORDINATOR	4

The Alumni association committee members include alumni students and students from current academic year.

Each year the Alumni Association conduct Alumni meets named “SAMVERA” where the toppers in all the outgoing UG and PG programmes are honoured. It also provide a platform for existing students to interact with alumni and get an exposure about industry.

The following are some of the major activities of the Association:

- Organizes career talks, value education and personality development classes.
- Facilitates student interactions with prominent alumni of academicians, professionals, administrators, industrialists and businessmen.
- Supports the needs of the Career Placement Cell.
- Providing library books.
- Scholarships.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 1

## 5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

NVAAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

##### VISION

Striving continuously for excellence in Management education with global leadership qualities and entrepreneurial skills.

##### MISSION

- \* Impart the value-based Management education.
- \* Adopting modern technology and innovative teaching methodology.
- \* Imparting interpersonal skills, training and guidance for carrier success.
- \* Institute Industry link to meet global standard.
- \* Research, consultancy, and Professional ethics are the core competencies.

##### QUALITY POLICY

Committed to promote International standards in all our endeavours like academic excellence, teaching-learning process, research and consultancy and providing higher education through equitable access.

##### CORE VALUES

- \* Develop the Good Human Resource Practice to serve the nation.
- \* Recognize the talents of faculty as unifying activity.
- \* Nurture Integrity, creativity, and academic freedom as benchmarking.
- \* Multi talent, Commitment, and quality as the branding instruments.
- \* Respecting human values and selfless service as the Strength.

In order to meet the global standards in education, Koshys Institute of Management Studies that is affiliated to Bangalore University and approved by AICTE, New Delhi has rolled up its sleeves to provide quality education with best knowledge. As on date, the Institute boasts a dedicated team of rich

experienced & highly dedicated teachers to transform the concepts for every student of the Institute. Koshys Institute of Management Studies provides several value added programmes like, supply chain management, digital marketing, SAP, aviation, online share trading, CA-CPT, CS, Logistics, cloud computing, MS excel, leadership and communication skills etc., to improve their competence and employable skills. In addition to

This, our Institute has initiated and implemented the following in war footing with a vision to achieve Global standards in education.

- Implementation of Research and development cell for upgrading the research knowledge of faculty and students.
- Necessary steps have been taken to extend the link between service sectors like Banking, Insurance, and hospitals for inducing corporate value.
- Research Culture-Since research and development plays a vital role in the innovative learning process and hence Institute promotes the research culture in the field of commerce and management, which is essentially an investment in future, capabilities.
- NAAC accreditation- Koshys Institute of Management Studies has taken an initiation to be assessed by the NAAC, to ensure, that it follows the global standards.
- An institutional mechanism has been developed for liaison with various industries, corporations for continuous interaction through teaching, research, student placements, problem solving and case study preparation.
- Implemented add on programs such as Logistics, Aviation, Cloud Computing.
- Inculcating values by constant mentoring of students and creating a global mindset.
- Conducts conferences, seminars, workshops, special lectures, sports, games, cultural activities, and student exchange programme.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

**Response:**

#### **CASE STUDY: ACADEMIC MONITORING COMMITTEE (AMC)**

**Role:** AMC is centralized (Institute level) committee responsible for drafting, regulating and implementing different academic policies. It is meant for smooth & uniform conduction of academics throughout the institute.

- **Committee Hierarchy:** AMC is headed by Chairman who is the Academic Director of the institute. Other members of the committee are Vice Principal, HODs, and subject experts, class teachers and

exam coordinators.

### Activities conducted by AMC:

AMC monitors the teaching learning process. It prepares the academic calendar of the

Institute, which is a reflection of University's academic calendar that includes curricular, co-curricular, extracurricular activities.

Academic calendar is meticulously planned and prepared in advance by HODs and ensures the proper implementation of the academic calendar.

- HODs are responsible for confirmation and observation of academic activities and regular departmental audit.
- AMC does lab and course file audit before commencement of semester and in the middle of semester, random confirmation of attendance once in a month, ensures student and faculty uniform and ID card, takes action on defaulter student and faculty, and gives feedback to Academic Director.
- AMC prepares daily attendance report of each class and submits it to Customer Relationship Team.
- Class In charge ensures smooth conduction of practical and lecture classes. Prepare roll call list, does result analysis, takes feedback and syllabus coverage, every 15 days does student mentoring and takes monthly attendance.
- Class In charge conducts average, weak and advance learner activity at class level and

gives feedback to department AMC.

1.:

Meetings have been conducted periodically for discussing the issues and challenges, developmental aspect of the Institute. Thus, the institute encourages teachers, students, parents, corporate resource persons, employers, alumni, staff, class coordinators and class representatives to share their ideas, opinions, suggestions through proper channels i.e. through parent-teacher meet, alumni meet, class teachers meetings, student feedback system, and other various committee meetings. The inputs received from various stakeholders of the institute are reviewed and those which are in line with our institute's Vision and Mission Statements will be considered by the AMC for the decision making

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

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

**Response:****STRATEGIC PLAN**

The key priorities of the College are in the following fields.

- **Enrolling the meritorious students**
- **Academic Excellence**
- **Research Focus Institute**
- **Top 10 in Bangalore**
- **Autonomous**

**Example of activity successfully implemented based on the strategic plan.****ENROLLING THE MERITORIOUS STUDENTS-Intake of Academically Excellent Students**

<b>STAGES</b>	<b>PROCEDURE</b>
Stage 1	<p>Students should firstly get into the website and login along with the provided username and upload</p> <p>Students should apply for the through online along with the required personal and performance information by uploading documents in the given student portal.</p> <p>Payment of Rs.1000 has to be done by online/DD/Challan. Once the payment is received login id and password will be sent to applicant by email and SMS.</p>
Stage 2	Every Friday the Director Admissions and Document superintendent will review the applications and forward the selected applications to the Director Academics.
Stage 3	<p>Director Academics will check the credibility of each applicant with the university norms and declare the eligible student list.</p> <p>Every Monday the eligible student list will be published in the student portal.</p>
Stage 4	The published students have to attend the interview either in campus or through skype interview with the Academic Director.
Stage 5	After 2 days the applicants who have cleared the interview will be intimated through mail as available in the student portal.
Stage 6	The shortlisted applicants should secure their admission and seat in the college by paying fees and undergo the admission procedure.
Stage 7	In addition, in some cases waiting list is prepared, as few students may not turn out to admission. These waiting list students are then called up for the next round of selection and if eligible they are offered seats.
Stage 8	The final stage is the orientation day where open desk is conducted all the joining formalities which includes Final application form filling, Document submission, Uniform, Identity card

parent counseling.

File Description	Document
Any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

#### Functions of various bodies:

1. Governing Body: The decision making body of the Institute is the Governing Body. Governing Body of the college meets once in a year in order to discuss the matters related to the betterment of the college and to improve its academic standards. It includes preparing and revamping the strategic plan of the college, which helps the Institute to achieve its long term and short-term goals and identifies the financial, physical and staffing strategies.
  
1. Service Rules: -Service rules are mentioned in the appointment letter and in detail in the employee handbook. It includes Categories of leave available to the employees, working hours the various benefits provided by the Institute. The rules and regulations to be followed by the employees.
  
1. Recruitment: Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best-qualified candidates for all given positions. The concerned HOD of each department is to get in touch with HR Department with the details of the manpower required. HR will then seek approval of Director-Academics or Chief Operating Officer, and only then proceed with the process of recruitment.
  
1. Grievance Redressal Mechanism: Faculty shall have the right to represent their grievance to their HOD. The HOD shall redress the grievance within 7 working days, failing which the grievance

may be escalated to the next higher level. If the grievance persists for over one month, the matter may be escalated to the Chief Operating Officer. Grievance Redressal Mechanism for students are handled by the Grievance Redressal Committee formed having members from Faculty group, Vice principal and students representative.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

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

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

**Response:** A. All 5 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

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

**Response:**

Response:



Example of activity successfully implemented based on the minutes of the meeting of various bodies/cells/committees

### **Activity of Anti Ragging Cell**

As our institute is much concerned about the students' safety and security and it is a regulation framed by the Supreme Court and by the University Grants Commission (UGC), concerned authorities framed the anti ragging cell for the same. Our institute is enclosed with the hostels within the campus so every semester we are conducting an activity to create awareness about the consequences and its impact.

In the month of 3rd March 2017, the anti ragging cell organized a program in the auditorium to address the II year and Final year students of all the discipline about the danger of ragging. In addition, briefed about the status of ragging in India. As it is not only effecting the young students physically but also mentally which will leave a scar thought out their life. The members of the cell have given many live examples to make it more realistic so that they can realize the actual impact is totally different from their assumptions. The act was intended to encourage the students to fight against such evil act and also to support and help the victims.

### **List of Committees**

1. Admission committee
2. Alumni committee
3. Anti ragging committee
4. Cultural committee
5. Hostel committee
6. Recruitment committee
7. Placement committee
8. Magazine committee
9. Grievance and Redressal committee
10. Examination committee
11. Governing council
12. Internal test committee
13. Time table committee
14. Academic monitoring committee
15. Women empowerment committee
16. Anti raging committee
17. Grievance Redressal committee
18. Hostel committee
19. Scholarship committee
20. Website committee

## **6.3 Faculty Empowerment Strategies**

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

**Response:**

Response:

The following welfare measures are / being adopted Koshys Institute of Management Studies

1. **Provisioning of Accommodation for Employees**-Allotment of College accommodation is being made on First-cum-First basis. It is having single accommodation and 2 Bedroom, Hall, Kitchen Flats. More than 20 employees opted for accommodation. A quarter/flat falling vacant shall be allotted to a desirous and eligible applicant.
  
1. **Staff Canteen**-Food has the incredible power to unite, stir opinion and bring joy and so Institute is providing workplace canteens that offers various delicacies, In-house restaurants and canteens go beyond providing a food service; they are also a social hub and can instil a sense of belonging and engagement.
  
1. **Transport facility**-The College provides transport facilities with connectivity to all the prominent places within the city as well as city outskirts within the radius of 65 kms. All the staff are availing this facility for smooth conveyance.
  
1. **Training for teaching staff**-Being an educator is not just about sharing knowledge; it is about making sure that learners truly integrate this knowledge and derive learning out of it. Faculty Development Programme (FDP) is aimed at honing the teaching and research skills of prospective, new and seasoned management teachers, researchers and trainers. So the Institute conducts faculty development programmes, Employee development programmes, workshops, seminars etc.
  
1. **Convenience and Comfort during work**-A good working environment motivates the employees to give out best in them. The College makes it a point to provide clean surroundings, hygienic washrooms; safe drinking water and coffee vending machine are some of the high lights of the College working environment.
  
1. **First Aid and Treatment Centre**-In case if any of any health issues first aid will be done in our college premise, if further treatment is required such cases will be taken to nearby hospitals. The first aid kit is kept in a common location, which can be accessed by all.

1. **Maternity Leave-** The college understands the transition back into employment immediately after childbirth is difficult for the average family, Hence college has formulated parental leave policies, which commonly known as maternity leave that allows new parents to take longer leave. As on date, college provides 3 months of unpaid maternity leave for new mothers.

1. **Provident Fund-**The primary purpose of Provident Fund is to help employees to save a fraction of their salary every month so that he can use the same in an event that the employee is temporarily or no longer fit to work or at retirement.

1. **Employee State Insurance (ESI)-**The employees registered under the ESI scheme are entitled to medical treatment and maternity benefit, Currently the ESI facility is being provided to Class IV employees but it is planning to extend the facility to all of its eligible employees in the near future.

1. **Health Insurance of Teaching and Non-Teaching Staff-** To ensure smooth and favourable growth of our organisation, It is planning to offer our employees with medical insurance.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:** 51.91

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

2017-18	2016-17	2015-16	2014-15	2013-14
13	22	17	17	19

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 5.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	5	5	9

**File Description****Document**

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[View Document](#)**6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years****Response:** 65.74

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

2017-18	2016-17	2015-16	2014-15	2013-14
16	32	22	15	27

**File Description****Document**

IQAC report summary

[View Document](#)

Details of teachers attending professional development programs during the last five years

[View Document](#)**6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff****Response:****Process for Teaching Staff**

- **Academic Performance** - 30 marks will be awarded for academic results in average from all the subjects for the academic year-2 semesters
- **Research Publication**-25 Marks Faculty should publish at least 2 publication in any impact journal and Will be awarded 25 marks in which each paper will get 12.5 Marks .

Faculty Should produce the supporting documents.

- **Paper Presentation in a Conference** - Faculty can attend any one conference and need to present a paper in Person.

Producing the participating certificate and proceedings of the Conference with ISBN no, will get 10 marks

- **Extension Program** – 10 marks, Faculty members may be permitted to extend their services to University, Other institutions, Govt. organization and for NGOs in terms of Trainings, Guest lectures, B.O.S, B.O.E, and Research activities.
- **Contribution to the Institutional development** - 15 Marks Faculty members need to adopt to the system and work for promoting Koshys Brand such as;
  - Involving and accepting new assignments from management for admission
  - Placement
  - Discipline
  - Respecting the regulations and student welfare
- **Students feed back** - Feedback will be collected from students for understanding the dedication and quality in executing the teaching learning methods and as per the satisfaction level 10 marks can be awarded as follows
  - Excellence; 10 Marks
  - Good; 08 Marks
  - Average; 06 Marks
  - Poor; 04 Marks

### **Process for Non Teaching Staff**

- Self appraisal form i.e. Performance appraisal template (PAT)-yearly review of performance of non teaching staff.
- Evaluation by HR department of PAT.

- PAT is being forwarded by the HR team to the concerned immediate supervisor.
- Then one to one discussion is carried out by the supervisor.
- Finally it is forwarded back to HR dept. through the administrator ( for non teaching staff)for final review.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Financial arrangements required for effective and advanced working of the institute and for taking care of the infrastructure, required for teaching learning process and it is taken care by the management meticulously. Systems are in place for ensuring that purchases are in compliance with given norms and the utilization of budget is ideal and effective. The institute has a mechanism for internal and external audit. The institute has its own internal audit mechanism where it is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure of the Institute each year. An external audit is also carried out on a proper way on regular basis. The institutional accounts are audited regularly by both Internal and statutory audits.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

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

#### Response:

The major sources of institutional funding are Fees received from the students (tuition Fees) . Deficit has been managed by funding from parent trust and some projects carried out by college for non-government organizations. Suitable Institutional mechanisms are available to monitor the effective and efficient use of financial resources. Optimal utilization of funds is ensured through the following:

- Sufficient funds are allocated for optimal teaching-learning practices that include conducting FDPs, orientation programs, workshops, employee development programmes that ensures quality improvement of faculty and results in better teaching practices.
- Some funds are allocated towards the upliftment of faculty based on their performance in terms of increments, incentives, rewards and awards.
- The budget is utilised to meet day-to-day operational and administrative expenses and maintenance of the fixed assets of the institute.
- The funds are also utilized to facilitate the requirements of library and lab, which leads to better learning practices.
- Adequate funds are utilized for development and maintenance of infrastructure of the institute.
- Some funds are allocated for social service activities as a part of corporate social responsibility.

## 6.5 Internal Quality Assurance System

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

#### Response:

#### 6.5.1 Examples of best practices institutionalized as a result of IQAC initiatives:

#### Response:

The institution took an initiation to frame the Internal Quality Assurance Cell (IQAC) in the year 2017. The main objective of the Internal Quality Assurance Cell (IQAC) is to monitor the quality of services provided by the Institution to its stakeholders. The Internal Quality Assurance Cell (IQAC) is formed and approved by the Governing body to uplift the quality of the Koshys Institute of Management Studies.

#### 1. Eco Club:

Considering the various global environmental issues IQAC took an initiation to form Eco club to address the global warming and climatic changes. Eco club started creating awareness about the climatic changes

by visiting nearby places and among our students. Its appreciable that our institution took an initiation to reduce the carbon footprints by implementing the Swatch Bharath Abhiyana and Ban of using plastic bags by the institution for various purposes and also by rain water harvesting system in the Institution.

Collaborating with NSS the club conducted the Traffic awareness program on 6th April 2018. This program intended to let the public to know about the traffic regulations, along with the pollution causing and its impact on the environment.

### **Eco Club Activities.**

- 1.Planting the trees and plants inside the campus
- 2.Taking students to rally for creating awareness about the Environmental pollution, ban of plastic bags, saving electricity.
- 3.Organizing seminars, lecture on Environmental issues.

### **2. Participatory learning:**

Considering the today's context, it is a tough environment in the market for a student to sustain. so we are making student to involve more in teaching- learning process, so that we can evolve the traditional lecturing method by encouraging the students to take part in various activities like presentation, group discussions, pick and talk, business games etc.

The introduction of Choice Based Credit System in 2014 has brought in sweeping changes in the curriculum. Innovative, application oriented, skill-based papers have been introduced in all disciplines. These papers cannot be taught by the conventional lecture method alone. Hence, radical changes have been made in pedagogy. Students are involved in role-play, case studies and puzzle solving are some of the techniques used by several departments. Trouble shooting, Brainstorming sessions, Panel discussions and Management games are the tactics employed by the staff of Management Studies to make their wards industry-read

### **Paper presentation in International conference – 2018**

The students from VI-Sem, BBA and B.Com presented their papers in national conference on “Sustainable Development: Dimensions And Strategies and also the students published the papers in the international conference proceedings ‘Shanlax International Journal Of Arts, Science And Humanities’”, a peer-reviewed, refereed scholarly quarterly journal globally indexed with impact factor.

### **6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

**Response:**



Response:

Internal Quality Assurance Cell (IQAC) framed in the year 2017, thereafter it conducts consecutive review of teaching learning process in the institution. It mainly comprises of the head of the institution, head of the departments and dept coordinator.

our college have class teachers for each classes coming under the different programs, they are in charge of handling over the attendance, Examination progress reports after every exam conducted wherein they were only concentrating on the academic progress, with not much opportunity to identify the strength, weakness in personal life of the students and to guide them to overcome this problem, the mentoring system was adopted in the college.

**Example: IQAC took an initiation in the year 2018 to implement mentorship concept.**

The mentorship is assigned to each member of the faculty based on the class and subject they handle. Each faculty assigned with 30-40 students and she/he mentor for all the three years. The mentoring book is designed by the institute and given to all the students where they have to record all the personal details including his/her family and the academic details in the book with the help of faculty members. So the mentorship helps the students to understand the organization culture and also they can share their personal issues.

Before the formation of Internal Quality Assurance Cell (IQAC) the Institute was monitored by the Academic Monitoring Committee, which comprises head of the institution, Head of the Departments and Department coordinators. The main objective of the AMC is to monitor the academic activities regularly and make sure that all the activities conducted regularly as per the schedule.

**Example: Faculty Meet.**

Under the guidance of AMC, faculty meet use to takes place once in a semester. In this meeting, the faculty's share their experiences and discuss their course planning, where each faculty has to write a lesson plan, course outcome in the beginning of the semester. He/She has to maintain the work dairy where they have record the date, time and period, topic covered.

Koshys Institute of Management Studies is also a ISO- 9001:2015 certified Institute. The main objective is to monitor the teaching learning process, structure, methodologies and learning outcome at periodic intervals.

### **6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**

**Response:** 0.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

#### 6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

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

**Response:**

**GROUP LEARNING**

- Group Learning is encouraged and Discussion Rooms are provided in the Library for the same.
- Result of students has been improved.
- More effective coordination exists among teaching, non teaching and students

### **CORRECTIVE ACTION AND PREVENTIVE ACTION (CAPA)**

Corrective Action and Preventive Action is practiced for improving student performances

### **OUTCOME BASED EDUCATION**

Outcome based education (OBE) is student-cantered instruction model that focuses on measuring student performance through outcomes. Outcomes include knowledge, skills and attitudes. Its focus remains on evaluation of outcomes of the program by stating the knowledge, skill and behaviour a graduate is expected to attain upon completion of a program. In the OBE model, the required knowledge and skill sets for a particular course is predetermined and the students are evaluated for all the required parameters (Outcomes) during the course of the program.

### **ENERGY CONSERVATION**

- The UPS batteries are maintained in good condition and regularly checked, which reduces energy consumed for charging batteries.
- Energy conserving lights like LED's are used in the campus.
- Informative Posters are put up in all departments educating Students regarding the necessity of energy conservation.
- Solar lights have been installed inside the campus to save electricity.

### **EFFORTS TOWARDS CARBON NEUTRALITY**

The institution has taken up certain preventive measures to check the emission of carbon-dioxide. The parking facility is provided for the students' in an open ground which helps in preventing the accumulation of pollution caused by vehicles to a maximum extent.

### **ENVIRONMENT CONSCIOUSNESS**

- Paper wastage is disposed off and the dry dead leaves are buried in the soil to protect the campus from getting polluted.

- The institute maintains and monitors a green campus which is clean and eco-friendly.
- Students enthusiastically take part in Tree Plantation Programs which are regularly organized.
- One sided sheets are used for reducing wastage.

Herbal plants are grown within the campus

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

**Response:** 8

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	1	1	2

#### File Description

#### Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

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

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

**Response:**

##### 1. Safety and Security

i) The institution provides full support for gender equity. There is no discrimination among the male and female. Accordingly, the class room facility, library facility is arranged, which ensures no discrimination among the gender.

ii) The institution has Women grievances cell is headed by a lady faculty with the team of members which looks after the issues pertaining to women in particular.

iii) The cell also conducts different activities to educate the students regarding the gender bias. iv) Separate hostels for girls and boys are provided with good security. 31 CC (Closed circuit) cameras installed all over the campus to monitor the activities in the campus pertaining to the safety and security aspects.

v) Hostels and quarters are keenly monitored by the warden thoroughly timely rounds.

vi) The institution provides bus facility to the students to make them feel carefree with regards to security aspects which help in their focus towards academic progress.

vii) Fire extinguishers are installed all over the campus to ensure safety against uncertain explosive incidents.

## **2. Counseling**

i) Counseling and regular mentoring plays very important role in students' progress. The institution has taken special care about the same and has provided the counseling facilities to students of KIMS.

ii) Each faculty member has been assigned around 30 students to mentor them thoroughly with respect to the academics as well as personal well being. Student mentoring hand book is provided to all the teachers to keep record of their progress. It also helps to bring the noticeable change in the students' life.

iii) Students are monitored closely with respect to their behavior, academics, participation in the activities and shaping them to great personality. Students are counseled after every class test, internal assessment test, other academic events and also when they return to the classes after they avail leaves.

iv) Special counseling sessions have been arranged for the female students to empower them. Women empowerment cell is formed to educate the students regarding gender equity and sensitivity.

## **3. Common rooms**

i) The institution is concerned about health and security of the students. Well furnished common rooms are provided with bed, chairs and sanitary needs.

ii) A fully functional health Centre with a doctor and nursing assistants are available to offer medical care for minor issues and first aid.

iii) It is provided to make the female students to feel comfortable in attending the classes, events and other programs without any hindrance. iv) Proper care is taken by the institution to ensure the hygiene by providing well cleaned restrooms.

### **7.1.3 Alternate Energy initiatives such as:**

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

**Response:** 0.42

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)	
Response: 972	
7.1.3.2 Total annual power requirement (in KWH)	
Response: 230400	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

<b>7.1.4 Percentage of annual lighting power requirements met through LED bulbs</b>	
<b>Response: 20.17</b>	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 41258	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 204520	
File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

<p><b>7.1.5 Waste Management steps including:</b></p> <ul style="list-style-type: none"> <li>• <b>Solid waste management</b></li> <li>• <b>Liquid waste management</b></li> <li>• <b>E-waste management</b></li> </ul> <p><b>Response:</b></p> <ul style="list-style-type: none"> <li>• <b>Solid waste management</b></li> </ul> <p>i)The institution has taken proper measures for the solid waste management. The primary goal of solid waste management is reducing and eliminating adverse impacts of waste materials on human health and environment to support economic development and superior quality of life.</p> <p>ii) Bio-degradable waste is allowed to degrade or decompose an oxygen rich medium. Good quality nutrient rich and eco-friendly manure is formed and same is used as manure for growing crops and organic farming. Wherein, the outgrown organic vegetables, fruits and greens within campus are used for cooking in hostel.</p>
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iii) Non-biodegradable wastes are dumped into dumping yards. All papers and dry leaves and wastes are collected and processed in the incinerator. The incinerator is installed near the boy hostel.

iv) The plastic materials and other electronic gadgets are collected, segregated and stored in 'Bunny House' for disposal.

v) Food waste from the canteen is collected by the vendors on daily basis.

• **Liquid waste management**

i) Well constructed drainage system leading to the closed collection tanks, the tanks is regularly cleaned to avoid stagnation of water and the cleaning part is given for outsourcing.

ii) STP (Sewage Treatment Plant) is installed in the campus. All the liquid waste from different sources like bathroom, toilet are channelized to the sewage treatment plant and are collected in the tank, which is been filtered and moved to another tank, from which water is treated with the help of STP and the treated water is collected in another tank. This water is used for gardening and plantation.

• **E-waste management**

i) E – waste is managed mainly through handing over all the waste materials to the BBMP (Bruhat Bengaluru Mahanagara Palike).

ii) Some of the e-waste like computer and CPU are utilized to educate the students with respect to hardware internal components.

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**7.1.6 Rain water harvesting structures and utilization in the campus**

**Response:**

**Rain water harvesting structures and utilization in the campus**

The institution has taken necessary measures towards rain water harvesting. Soak pits were constructed at appropriate places to raise the water table. In the North-East corner we have a big pit to collect the rain water. From the top of the roofs also the rain water is collected through a delivery system which is used for several purposes, mainly like gardening. The institution adopts sprinkler procedure in large lawns and water is very judiciously used for plantation purposes.

First rainwater filter is connected to the college main building, collected from roof top rain water of the same through pipes and directed to the main filter. The other filter is connected to the girls' hostel collected with roof top water through pipes and same is dispatched and directed to the main filter. Third and Fourth filter is connected to the girls hostel(2) collected with roof top rain water and finally filtered and sent into the tanks meant for storage for further use like, cleaning and other external needs.



There are also rain water pits within the college campus two pits placed near girls hostel, other pit is placed beside the canteen. The next plant is situated near 'STP Plant House', and the last pit is placed behind the college Chapel. Wherein all the water collected and stored is used for gardening and cleansing purpose.

### 7.1.7 Green Practices

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

**Response:**

**Environment consciousness**

**Green Practices**

- **Students and staff using**
  1. **Bicycles**
  2. **Public Transport**
  3. **Pedestrian friendly roads**

The institution is providing bicycles from the main gate for the visitors to use inside the campus. The institution has made adequate arrangements for the parking of vehicles. Emission test certificates are mandatory for the vehicles in the campus. Cigarettes and tobacco products are strictly banned in the campus. Students are using college transportation facilities to go to the clinical areas, instead of using their individual transportation. The public transport/government buses are forbidden to enter the college premises. Car pooling or share auto system is used by staff for transport and conveyance. Carbon emission is minimized and neutralized by Nerium pathways at the entrance of the college.

- **Plastic free campus**

The students and faculty are encouraged by the institution to keep the campus green by planting more trees and making the campus plastic free zone. The shop vendors inside the campus use paper bags instead of polythene bags.

- **Paperless office**

The Koshys has taken initiative to make minimal use of paper, which aims in reducing deforestation. Following are the steps taken up for the same; i) Usage of official e-mail services for the communication. ii) Use of ERP (Enterprise Resource Planning) for all kind of documentation work like employee leaves, pay, workload, student data, fee details, internal marks, attendance etc.

- **Green landscaping with trees and plants**

The college has Planting a variety of trees and kitchen gardens has contributed to carbon neutrality in the campus. The college organizes periodical NSS camp to inculcate the values of plantation among the students and the faculties. The green ambience of the college is largely due to tree plantation. There are about 95-Coconut trees, 37-Cuban belly palm trees and 28-Silver oak trees of various kinds in the campus. Trees have nearly covered 2/3 of the college area. They help to maintain the ecosystem. The projects of Eco Club members serve as bio-diversity documentation.

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

**Response:** 0.04

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.3075	0.3075	0.209	0.4035	0.2025

#### File Description

#### Document

Details of expenditure on green initiatives and waste management during the last five years

[View Document](#)

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

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

**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

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

**Response:** 13

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	3	2	3

File Description	Document
Report of the event	<a href="#">View Document</a>

**7.1.12**

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

**Response:** Yes

<b>File Description</b>	<b>Document</b>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13 Display of core values in the institution and on its website**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** No

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

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

**Response: 0**

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

The national festivals in any country are cherished as auspicious days. Republic Day, Independence Day and Gandhi Jayanti are celebrated as National festivals of India.

All the three National holidays are “independence” centric as they are connected to India’s freedom from British rule.

The institution celebrates all the national festivals every year with heart full tribute to the leaders of India.

These festivals are celebrated to honor our great leaders and get inspired by their deeds. The events organized to celebrate these festivals also offer a good platform to bond with students, colleagues and other near and dear ones.

The festivals of India make the lives of the students and staff enthusiastic and colorful. They bring the students of different locations of India together and unite them. The communal hatred existing in the country is forgotten during the festivities and a spirit of oneness unites everyone. The day will be

celebrated with sweets and forget any ill-feeling which existed. Thus, the festivals in India are very important for the youngsters of the country and their celebration is essential to keep the spirits of harmony and goodwill amongst them.

Last year Independence day was celebrated with march past and flag hoisting. Students presented various cultural programs depicting unity in diversity.

Celebrating national days gives us an opportunity to honor and remember the person or incident behind it. New generation will come to know the importance of these national heroes and the honoring is passing into new generation.

The birth/death anniversaries of great Indian personalities like Jawaharlal Nehru, Lal Bahadur Shastri, Swami Vivekananda, Subhash Chandra Bose, Sarvepalli Radhakrishnan, Abdul Kalam Azad are organized in the institution on the respective days. This creates the motivation among the students to be the part of greatest contribution to the India's growth in wide perspective.

Children's Day is celebrated on November 14 in the memory of Jawaharlal Nehru. Many events will be organized to celebrate the day with joy and honor.

Teacher's Day is celebrated on 5th September, the Birth Day of Sarvepalli Radhakrishnan. The institution rewards the best teachers with variety of innovativeness of the institution on this respectable day.

#### **7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

##### **Response:**

i) Financial System: Transparency in financial system is ensured through regular financial audit. Allocated budget for all the departments will be shared with the head of the departments.

ii) Academic System: Academic Audit is done regularly by internal experts. CRM team members communicate the absentee's list to the parents on daily basis. Every month attendance is communicated to the parents through letters. Students' data like attendance, internal marks, and research publications are entered in ERP. Student can login into the website and access their data.

iii) Administrative Functions: Transparency in administrative functions is ensured through, well specified duties of administrator, well laid down procedures to be followed while discharging the regular duties.

iv) Auxiliary functions of the Institute: Auxiliary functions like conduct of workshops, training programs, seminars, FDPs, conferences, guest lecturers etc., are strictly implemented through the following sequence of operations: Proposal by specific department, financial approval by the management/administration, conduct of the program, submission of the accounts, submission of the report, verification and recording of the proofs and publication in the website, The complete record of these operations is made available in the concerned department. Transparency is ensured through this process.

## 7.2 Best Practices

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

**Response:**

### 7.2 Best Practice

#### 7.2.1 Describe at least two institutional best practices

##### Best Practice – I:

1. **Title:** Monitor-Measure-Manage Faculty performance.
2. **Objective:** The dedicated support of faculty members towards the students' performance and other research related aspects are the driving factors for the institutional success.
3. **Context:** The measurable parameters of the faculty members' performance are categorized into following categories; Academic Performance, Research Publications, Paper presentation in a Conference, Extension Program, Contribution to the Institutional development, Students feedback. Weightages are given accordingly.
4. **Practice:** All the faculty members in the department are divided different categories according to their performance. 85% and above appreciation letter with self appraisal, 75% - 85% faculty member will be given counseling and training, 50% - 75% faculty will be given time period of six months for improvement and 50% and below will be issued letter for explanation.
5. **Evidence:** This system inculcates the healthy competition among the faculty. Individual progress through research publication, learning, FDP is inculcated.
6. **Problems encountered and resources required :** More number of teacher training programs and FDP are required in order to reduce the last category faculty.

##### Best Practice – II:

1. **Title:** Experiential learning
2. **Objective:** Practice plays vital role in the growth of the students' career. The objective is to make our students employable immediately after graduation.
3. **Context:** students need to attain knowledge in respective domain along with demanded soft skills and developing ability to become employable. The club activities focus keenly on this.
4. **Practice:** To impart the necessary qualities with regards to students' knowledge different programs are taken up by the institution with the help of different departmental club activities and other expertise. The important technical aspects are emphasized by IT club – Scintilla where every student will be put into the field to work on technical skills in the form of events like rapid application development, coding and debugging. Money management club teaches the students to work in the field of accounts and finance by conducting events like market strategies. Management club – Gyaan will train students in managerial skills like Best manager, best client dealer. Guest lectures and training programs are arranged for bringing the proficiency in respective domain. Certification programs and training in the field of Cloud computing, Logistics and Aviation are

arranged. For providing adequate soft skills separate training classes are scheduled in the class timetable with suitable experienced experts.

5. **Evidence:** Employability factor has improved over the years in the institution. Good numbers of students are placed in the field of Marketing, Finance, Management, HR, Software development, testing and others. The institution is awarded as Best promising B school in South India.
6. **Problems encountered and resources required:** The expected level of focus by the students on the arranged training programs is not attained due to intellectual capabilities of students and economic reasons as well as availability of time. The Communication and Soft Skills department needs to be strengthened along with effective teaching learning process. More number of guest lectures by industrial experts need to be conducted with practical training.

### 7.3 Institutional Distinctiveness

#### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

##### Response:

The institution is striving to instill in each student a sense of intellectual curiosity and commitment to life-long learning. It imparts and trains the students in the profession of managerial and entrepreneurial skills and practices. Throughout the programme the students are subjected to such exposures which would instill the spirit of social responsibility. Even in this curriculum, these trends have been grasped along with the emerging trends of globalization and liberalization. The college has been aware of these tracks and developments and has responded suitably.

The institution also in a way promotes social responsibilities and citizenship among the students by organizing activities such as: a. Extension activities are so designed that there is a relationship between the society and the academics. b. Blood donation camps. c. Traffic awareness programme d. Swach Bharath Abhiyan e. Health and Safety awareness programmes.

The faculty members closely monitor the students in different aspects like academic performance, behavior, soft skills, and other knowledge based programmes. There are two clubs; one is Scintilla – The IT club and the other is Management Club. As part of IT club events like Sketch desk(Rapid Application Development), Robobiz(Coding and debugging), Neophile(Trending Technologies), Mind Boggle(IT Quiz), Group Discussion and many more to enhance the technical skills among the students and also to impart the knowledge regarding the current trends in technology. Students learn the programming skills and other technical aspects through competitive environment which is built through conducting the events. Accordingly, Best Manger, Best business idea, Team building activity and other many related activities are organized to inculcate the employability factor in the field of management and commerce students. Foreign internships are provided to the students to enrich them further in making them employable.

All the above activities lead to attain the well expertise, proficient, fluent and balanced qualities among the students. This creates the awareness about the knowledge requirements and social responsibilities towards the growth of the country. NSS team has taken up many activities like blood donation camp, plantation, AIDS awareness programme, Dengue and Malaria awareness programme, and cleanliness related activities. The NSS activities have played crucial role in imparting social responsibilities and social well



being.

NAAC

## 5. CONCLUSION

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### **Additional Information :**

The Institute has well qualified and experienced faculty members with rich Industry and research experience. Curriculum delivery at the Institute is of experiential in nature which includes Field visits, Industrial visits, Mini projects, Industry internships, Guest lecturers from industry delegates and prominent academicians.

Institute also encourages students for curricular and co curricular activities for holistic development.

Curriculum is enriched with value added courses which are industry relevant and students are exposed to current industry trends.

### **Concluding Remarks :**

For the last 10 years , Koshys Institute of Management Studies is striving hard to provide quality education for all the segment of learners. Foreseeing the future the Institute has adopted digital methods of curriculum delivery and monitoring system. Continuous evaluation and mentoring system is adopted at the institute for the holistic development and sustainability of the student community.

Faculty at the Institute are encouraged to take up socially relevant research projects to contribute effectively for the well being of the society. All the necessary infrastructure is provided for the learners and the working staff. Institute ensures 360 degree student support system ,and student centric administrative mechanisms are adopted .

Under Internal Quality Assurance Cell various committees are fully functional at the institute to ensure greater transparency and equitable treatment of all the stakeholders. Institute is socially responsible towards safeguarding the environment through its green initiatives.

In the future, Institute would like to bring in more employee friendly policies, develop world class infrastructure facilities, provide economical support to financially weak students to be on par with the global standards.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.2	<p>Number of certificate/diploma program introduced during the last five years</p> <p><b>1.1.2.1. Number of certificate/diploma programs introduced year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>3</td> <td>3</td> <td>4</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : There are no proofs provided hence reduced.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	9	3	3	4	0	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
9	3	3	4	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	0	0																	
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p><b>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : As per the proof only Mr. A. Ravi has been counted twice in the same year, hence editing the number.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	3	1	1	0	0	2017-18	2016-17	2015-16	2014-15	2013-14	2	1	1	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
3	1	1	0	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
2	1	1	0	0																	
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p><b>1.2.1.1. How many new courses are introduced within the last five years</b></p> <p>Answer before DVV Verification : 61</p> <p>Answer after DVV Verification: 31</p>																				
1.2.3	Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on																				

programs as against the total number of students during the last five years

1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
258	172	193	105	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
256	172	193	102	0

Remark : As per the proof the number has been reduced.

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

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

Answer before DVV Verification : 14

Answer after DVV Verification: 06

Remark : As per the proof.

1.3.3 Percentage of students undertaking field projects / internships

1.3.3.1. Number of students undertaking field projects or internships

Answer before DVV Verification : 191

Answer after DVV Verification: 5

Remark : The students cannot do their internship and field projects in the HEI itself , hence the number has been changed as per the proof provided.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
318	248	190	156	205

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : There is not proof attached to support the claim.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

2.3.2.1. Number of teachers using ICT

Answer before DVV Verification : 45

Answer after DVV Verification: 15

Remark : As per the proof the same teacher has been double counted in the same year.

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

2.4.2.1. Number of full time teachers with Ph.D. year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	2	4	4	4

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	4	1	0

Remark : As per the proof.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : As per the clarification.

3.3.3	<p>Number of Ph.D.s awarded per teacher during the last five years</p> <p>3.3.3.1. How many Ph.Ds awarded within last five years          Answer before DVV Verification : 5          Answer after DVV Verification: 0</p> <p>3.3.3.2. Number of teachers recognized as guides during the last five years          Answer before DVV Verification : 3</p>																				
3.3.5	<p>Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years</p> <p>3.3.5.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years          Answer before DVV Verification:</p> <table border="1" data-bbox="308 669 1046 801"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>5</td> <td>21</td> <td>7</td> <td>6</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 882 1046 1014"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>5</td> <td>21</td> <td>7</td> <td>6</td> </tr> </tbody> </table> <p>Remark : As per the proof.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	12	5	21	7	6	2017-18	2016-17	2015-16	2014-15	2013-14	7	5	21	7	6
2017-18	2016-17	2015-16	2014-15	2013-14																	
12	5	21	7	6																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
7	5	21	7	6																	
3.4.2	<p>Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years</p> <p>3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years          Answer before DVV Verification:</p> <table border="1" data-bbox="308 1375 1046 1507"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>1</td> <td>2</td> <td>0</td> <td>4</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1588 1046 1720"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : D.Litt from university of South America (2017) can only be considered here.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	4	1	2	0	4	2017-18	2016-17	2015-16	2014-15	2013-14	1	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
4	1	2	0	4																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	0	0	0	0																	
3.4.3	<p>Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years</p> <p>3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-</p>																				

wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
8	6	5	4	4

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	4	2

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
10	3	3	4	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	2	0	0

Remark : As per the proof same Linkages has been counted more than once, hence edited.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
10	0	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	0	0

Remark : As per the proof.

4.2.3	<p>Does the institution have the following:</p> <ol style="list-style-type: none"> <li>1. e-journals</li> <li>2. e-ShodhSindhu</li> <li>3. Shodhganga Membership</li> <li>4. e-books</li> <li>5. Databases</li> </ol> <p>Answer before DVV Verification : B. Any 3 of the above          Answer After DVV Verification: D. Any 1 of the above          Remark : Only the proof given for e-books can be accepted, all the other landing pages is irrelevant to this metric.</p>																				
4.4.1	<p>Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years</p> <p>4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 1108 1046 1240"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>945</td> <td>717</td> <td>656</td> <td>541</td> <td>472</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1323 1046 1456"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>9.45</td> <td>7.17</td> <td>6.56</td> <td>5.41</td> <td>4.72</td> </tr> </tbody> </table> <p>Remark : As per the proof.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	945	717	656	541	472	2017-18	2016-17	2015-16	2014-15	2013-14	9.45	7.17	6.56	5.41	4.72
2017-18	2016-17	2015-16	2014-15	2013-14																	
945	717	656	541	472																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
9.45	7.17	6.56	5.41	4.72																	
5.1.1	<p>Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years</p> <p>5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 1814 1046 1946"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>45</td> <td>43</td> <td>26</td> <td>15</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 2029 1046 2094"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	45	43	26	15	0	2017-18	2016-17	2015-16	2014-15	2013-14					
2017-18	2016-17	2015-16	2014-15	2013-14																	
45	43	26	15	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	



43	36	26	12	0
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Remark : As per the proof given the number of students has been edited.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	8	3	4	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	21	21	25	20

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

Remark : The HEI has not attached any proof to support the claim.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	2	1	1

Answer After DVV Verification :

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2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	1

Remark : As per the certificates provided the numbers have been edited.

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

Remark : As per the proof the alumni chapters has been registered only in the year 2018 so the meetings conducted before registration cannot be accepted in this metric.

#### 6.2.3 Implementation of e-governance in areas of operation

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

Answer before DVV Verification : A. All 5 of the above

Answer After DVV Verification: A. All 5 of the above

Remark : As per the proof.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
60	120	120	120	120

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14

0	0	0	0	0
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Remark : The HEI has not provided the grant letters without which this metric cannot be accepted, hence changing the number to 0.

6.5.3

Average number of quality initiatives by IQAC for promoting quality culture per year

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

Remark : As per the proof.

7.1.9

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

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

Answer before DVV Verification : C. At least 4 of the above

Answer After DVV Verification: D. At least 2 of the above

Remark : The HEI has attached proof only for Ramp and Lift facilities, the other two claims do not have sufficient proof hence the option has been edited.

7.1.10

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	3	5	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : The list of programs claimed in the metric 7.1.11 cannot be claimed in this metric also.

7.1.11	<p>Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)</p> <p>7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>2</td> <td>3</td> <td>5</td> <td>3</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>2</td> <td>3</td> <td>2</td> <td>3</td> </tr> </tbody> </table> <p>Remark : As per the report and the photographs attached the numbers has been edited. NSS activities cannot be accepted for this metric.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	6	2	3	5	3	2017-18	2016-17	2015-16	2014-15	2013-14	3	2	3	2	3
2017-18	2016-17	2015-16	2014-15	2013-14																	
6	2	3	5	3																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
3	2	3	2	3																	
7.1.16	<p>The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: No</p> <p>Remark : Since there is not sufficient proof to support the claim.</p>																				
7.1.17	<p>Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years</p> <p>7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>4</td> <td>4</td> <td>2</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	2	4	4	2	2	2017-18	2016-17	2015-16	2014-15	2013-14					
2017-18	2016-17	2015-16	2014-15	2013-14																	
2	4	4	2	2																	
2017-18	2016-17	2015-16	2014-15	2013-14																	

0	0	0	0	0
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Remark : There is no proper photographs to support the claim and the events like teacher's day children's day do not promote universal values hence this metric cannot be accepted.

## 2.Extended Profile Deviations

<b>Extended Profile Deviations</b>
No Deviations

NAAAC