YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	St Joseph's College of Commerce (Autonomous)
• Name of the Head of the institution	Dr. Charles Louis Lasrado SJ
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	08025543835
• Alternate phone No.	08025360644
• Mobile No. (Principal)	9449720044
• Registered e-mail ID (Principal)	principal@sjcc.edu.in
• Address	163, Brigade Road
• City/Town	Bengaluru
• State/UT	Karnataka
• Pin Code	560025
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	30/07/2005
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the IQAC Co-ordinator/Director	**Dr. A.M. Sheela**
• Phone No.	**08025360644**
• Mobile No:	**9449589716**
• IQAC e-mail ID	**iqac@sjcc.edu.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.sjcc.edu.in/pdf/aqar19-20.pdf
4.Was the Academic Calendar prepared for that year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sjcc.edu.in/student_handbook.php

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**Five Star**	**-**	**2000**	**07/02/2000**	**07/02/2005**
Cycle 2	**A**	**-**	**2007**	**10/02/2007**	**10/02/2012**
Cycle 3	**A**	**3.37**	**2013**	**05/01/2013**	**04/01/2020**
Cycle 4	**A++**	**3.57**	**2021**	**23/02/2021**	**22/02/2028**

6.Date of Establishment of IQAC	**07/02/2000**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
St. Joseph's College of Commerce	**CPE**	**UGC**	**18/03/2010**	**20500000**

8.Provide details regarding the composition of the IQAC:

• Upload the latest notification regarding the	View File

composition of the IQAC by the HEI	
9.No. of IQAC meetings held during the year	9
• Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Did IQAC receive funding from any funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

1.The institution had applied for the fourth cycle of NAAC accreditation. This academic year the Peer Team visit took place on the 18th & 19th of February, 2021 and assessing the college. The institution was awarded an 'A++' grade with a CGPA of 3.57 in the fourth cycle of NAAC. • 1.The institution had applied for the fourth cycle of NAAC accreditation. This academic year the Peer Team visit took place on the 18th & 19th of February, 2021 and assessing the college. The institution was awarded an 'A++' grade with a CGPA of 3.57 in the fourth cycle of NAAC. • 1.The institution had applied for the fourth cycle of NAAC accreditation. This academic year the Peer Team visit took place on the 18th & 19th of February, 2021 and assessing the college. The institution was awarded an 'A++' grade with a CGPA of 3.57 in the fourth cycle of NAAC. • 1.The institution had applied for the fourth cycle of NAAC accreditation. This academic year the Peer Team visit took place on the 18th & 19th of February, 2021 and assessing the college. The institution was awarded an 'A++' grade with a CGPA of 3.57 in the fourth cycle of NAAC.

2. The IQAC continued to participate in various surveys at the National level like NIRF, The Week, ARIIA, Ranking for Entrepreneurship 2020 and Times Higher Education World Ranking 2021

3.Under the Paramarsh and Unnat Bharat Abhiyan scheme the

institution provided various forms of guidance to more than12 higher educational institutions who were in the process of applying for NAAC accreditation. The UBA donated grocery, sanitizers and masks in the sponsored villages during the pandemic.

4. Examination reforms: Major changes were initiated to bring in online mode of teaching and evaluation. Online examination in various online platforms were conducted for both Under graduate and post graduate programs. Both the Continuous Internal Assessment and End Semester Exams were conducted using the online mode. This helped in the continuous flow of academic activities not withstanding the unprecedented effect of Covid-19 pandemic.

5. Academic Audits: Several internal audits were initiated by the IQAC. Faculty development programs and workshops were conducted for the faculty members in the offline and online mode.

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
NAAC Accreditation	The fourth cycle of NAAC accreditation completed with 'A++' grade with a CGPA of 3.57.
Mentor Institution	Under UGC-Paramarsh scheme various programmes and webinars were initiated by the IQAC to guide the mentee institutions.
ISO Certification	The ISO certification for the Institution was renewed in October 2020.
Memorandum of Understanding	New MOUs were signed with National and International Institutions. Currently the number of functional MOUs are 28.
Quality Enhancement Initiatives	Several Internal Audits, Faculty Development Programmes and Workshops were conducted.
Seed money for Institution projects	Providing Seed Money for faculty members to undertake Minor Research Projects up to Rupees One Lakh per project.
Redesign of Institution Website	IQAC took initiative in aesthetically designing the dynamic website of the College.

13.Was the AQAR placed before the statutory body?	Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Academic Council	25/10/2021

14.Was the institutional data submitted to AISHE ?	Yes

- Year

Year	Date of Submission
18/02/2022	**18/02/2022**

Extended Profile

1.Programme

1.1	**12**
Number of programmes offered during the year:	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.Student

2.1	**3090**
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	[View File](#)

2.2	**1043**
Number of outgoing / final year students during the year:	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.3	**2986**
Number of students who appeared for the examinations conducted by the institution during the year:	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

3.Academic

3.1	**515**
Number of courses in all programmes during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	**118**
Number of full-time teachers during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.3	**118**
Number of sanctioned posts for the year:	

4.Institution	
4.1	**275**
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	**44**
Total number of Classrooms and Seminar halls	
4.3	**291**
Total number of computers on campus for academic purposes	
4.4	**769.45221**
Total expenditure, excluding salary, during the year (INR in Lakhs):	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

St Joseph's Colege of Commerce has effectively utilized the autonomous status to identify the Local, National and Global developmental needs and design curricula that aids in meeting those needs. Programs like B.Com (Industry Integrated) are developed in

consultation with industries like Tata Consultancy Services. The need for entrepreneurs has paved way for BBA Entrepreneurship program. To cater to the requirements of national and local industries, B.Com (Analytics) and B.Com (Travel and Tourism) have been introduced. To attend to the requirement of global market, programmes such as B.Com Professional (International Accounting and Finance) and BBA Professional (Finance & Accountancy) program mes accredited by international professional bodies - ACCA and CIMA, have been designed.

The curricula for B.Com, BBA and M.Com programmes are developed within the Outcome Based Curriculum Framework (OBCF). The learning objectives, including the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) are clearly defined for all programmes and courses. The curriculum demands development of skills like collaborative thinking and cognitive flexibility. The course matrix under the choice-based credit system (CBCS) has been built to ensure that skill development and inter-disciplinary courses remain an important part of the programme. Skill sets are developed through courses on Digital marketing, SPSS, Advanced Excel, and SAP.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	Nil

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

12

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

515

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

48

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

12

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

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

The Curriculum for Bachelors and Masters Programmes in Commerce and Management studies needs to be relevant to the evolving human

values, scientific progress and collective challenges faced by humankind. The Choice Based Credit System course matrix for all programmes allows for a seamless integration of issues pertaining to Gender, Environment and Sustainability, Human Values and Professional Ethics.

Part A of the Course matrix, which includes Languages, integrates issues pertaining to gender and caste, environment and development of human values through essays, personal narratives, fiction, poetry, films and documentaries.

Part B includes 'Business Ethics' as a core course in the BBA programme.

The B.Com programmes integrates components dedicated to professional ethics across all its courses

Part C includes interdisciplinary and certificate courses, courses like 'Gender and Leadership', 'Human Rights and Values' are offered as open electives to students across programmes. The foundation course on Environmental Science and Indian Constitution is taught keeping in mind the present-day challenges.

Part D includes extension and extra-curricular activities, through which students gain an understanding of issues pertaining to the environmental crisis, women empowerment and human rights by participating in programmes organized by student clubs like NSS, Eco Club, Women's Forum, Centre for Social Action and Rotaract.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

79

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

6731

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1089

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	**A. All 4 of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.sjcc.edu.in/images/stakeholders_feedback.jpeg
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	**No File Uploaded**

1.4.2 - The feedback system of the Institution comprises the following	A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.sjcc.edu.in/images/stakeholders_feedback.jpeg
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1079

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

255

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Academic Excellence is the foremost goal of the institution and every year, admission of students is based on merit and social inclusion policy. The college has adopted a student-centric teaching-learning methodology. Development of competencies such as critical-thinking and problem-solving are of primary focus. The college

admits diverse students with varying abilities and their learning levels are determined through various methods of testing. Remedial classes and bridge programmes are offered for slow learners and additional programmes are offered for advanced learners. Remedial classes are held for each course at the end of each semester and provide tutorial support to weak students.

Participative learning is encouraged through activities designed for that purpose. Outreach and Exposure programmes, Human Resource Development classes, research paper presentations, dissertations, library tasks, practical internal assessment tasks, internships, industrial visits, guest lectures, seminars and workshops help enhance the learning experience. In order to boost pedagogical and intellectual advantages, shared teaching, flipped classroom and role plays are adopted in classroom teaching. Practical knowledge of the students is enhanced through skill-based courses like Tally, Excel, SPSS and SAP. Through the implementation of Outcome Based Education (OBE) and Rubrics for assessment, the evaluation is more transparent and aids in measuringthe learning outcomes of the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/05/2021	3090	118

File Description	Documents
Upload any additional information	View File

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:

Experiential Learning:

The College prioritizes learning through experience and has created student centred learning programmes such as Outbound Learning

Programmes that provide students with a rich experience of the workplace environment. Activities under this include: Industrial visits, Internship programme, Simulation workshops, role plays, theatre activities, international and national industrial trips, Outreach Programmes and Rural Exposure programmes and Teaching practice for PG students.

However, due to the ongoing pandemic situation the visits were not arranged.

Participative Learning: To develop innovative as well as creative thinking skills among students, participative learning and applying problem-solving methodologies in the teaching pedagogy has been adopted. Activities under this include:

1. Group Discussions, Debates & Quiz are organized as part of the CIA.
2. The association activities aid in participative learning guided by faculty members.

Problem Solving Methodologies: Problem solving methodologies are an integral part of all courses in all programmes. Practical knowledge is imparted to the students through practical courses like Tally, Excel, SPSS, SAP which employ hands-on learning methods, students are encouraged to take up Research Projects to identify a research problem and apply problem solving techniques learnt in the classroom to the problem, Book reviews & Case Studies are introduced in class. However, most of these activities were conducted online owing to pandemic.situation.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The Institution encourages the teachers to make optimal use of the ICT-enabled tools and other credible online resources to make the teaching and learning process effective. Teaching and learning during the pandemic mostly happened online. Since most classes were conducted online, teachers made ample use of the ICT-enabled tools and online resources like Shodhganga, Inflibnet, Swayam etc., also the institution provides remote access to e-resources such as DEL

NET, NLIST, EBSCO Business source elite to name a few. The institution also has a digital library facility. Students are encouraged to use the digital library to constantly upgrade themselves with credible sources available.

The pandemic led to the purchase of Microsoft Teams as part of Microsoft 365. Since pandemic, most classes, lectures and seminars were conducted online, on MS Teams platform. The internal assessment for the students is also conducted using MS Teams.

However, the institution has always encouraged the usage of ICT enabled tools. Since the classrooms are well equipped with LCD projectors and facilitated with audio-visual aid, they are made best use of in the teaching and learning process. Also, the easy Wi-Fi access helps students in accessing the online resources from anywhere on college campus.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://sjcc.edu.in/ict_enabled_classrooms.php
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

102

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The Academic Calendar is drafted by a Internal Committee consisting of the Principal, Registrar, HODs, Vice Principals, Controller of Exams, Association Coordinators, Student Governor and two senior faculty members. After the necessary corrections it is presented in the Academic Council and Governing Body meetings for approval. Once

approved, the Academic Calendar is made available to students through the college website.

The Academic Calendar is a comprehensive calendar for academic, co-curricular, extra-curricular and sports activities. It includes important dates of the college activities. Adherence to the academic calendar is monitored and reviewed continuously by the TQM. Every semester includes a minimum of 90 teaching days and 110 working days. The academic calendar clearly states the timeline for the conduct of tests, exams, seminars and submission of assignments. It also specifies the extent of syllabus to be covered before the conduct of each test-paper. The timeline for the publication of results is also specified.

Teaching Plan

Prior to the beginning of the academic year, subject workload is allotted based on the area of expertise of teachers. Subject Coordinators are also appointed for each subject. Subsequently, the individual faculty members prepare an Out come educationcompliant 'Lesson Plan' in consultation with the Subject Coordinators. The Vice-principal ratifies the individual lesson plans and the same is uploaded in the College website.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

118

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

38

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

887

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

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

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Taking into consideration the present COVID-19 scenario, the college has taken the initiative of providing online education to students and engaging them in learning activities. While designing the online teaching content, utmost care is, given to the development of student assessments. The continuous internal assessments are crafted with the utmost care by the teachers. The CIA's are conducted online and it focuses on tasks like reading and responses, meta-study, term papers, Wikipedia (group assignments) blogs and journals, case studies, and self-paced adaptive assignments.

The examination process begins with the request for end semester question papers from the respective faculty, and the board of examiners scrutinise the question papers (BOE meeting). Then, right from printing the question papers to room allotment, everything is done meticulously.

In the post-examination process, the answer scripts are totalled and verified, and are allotted to the concerned teachers. The teachers are briefed about the evaluation by the department heads for uniformity in evaluation. Later, the answer scripts are reviewed and decoded, and the results are published. The controller of examination notifies for revaluation, re totalling and photocopy of answer scripts in case of any discrepancy. In the end, the BOE does result analysis for pass and fail percentage and generates rank holders list.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

St Joseph's College of Commerce has effectively utilized the autonomous status to identify the local, national and global developmental needs and design curricula that aids in meeting those needs. Programmes like B.Com (Industry Integrated) are developed in consultation with industries like Tata Consultancy Services. The need for entrepreneurs has paved way for BBA Entrepreneurship programme. To cater to the requirements of national and local industries, B.Com (Analytics) and B.Com (Travel and Tourism) have been introduced. To attend to the requirement of global market, programmes such as B.Com Professional (International Accounting and Finance) and BBA Professional (Finance & Accountancy) programmes accredited by international professional bodies - ACCA and CIMA, have been designed.

The curricula for B.Com, BBA and M.Com programmes are developed within the Outcome Based Curriculum Framework (OBCF). The learning objectives, including the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) are clearly defined for all programmes and courses. The curriculum demands development of skills like collaborative thinking and cognitive flexibility. The course matrix under the choice-based credit system (CBCS) has been built to ensure that skill development and inter-disciplinary courses remain an important part of the programme. Skill sets are developed through courses on Digital marketing, SPSS, Advanced Excel, and SAP.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Course outcome attainment

As per, the University guidelines Continues Internal Assessments (CIA) is conducted by the respective course teachers for ten marks.

At the middle of the semester, the mid-term test (summative assessment) is conducted by the COE for twenty marks. At the end of the semester, the End Semester Exam (summative assessment) is conducted by the COE for seventy marks (summative assessment).

During the semester a set of formative and summative assessments, (such as assignments, case studies mini-project, role play, presentation -individual and group, quiz, MCQs,) is conducted by the respective course teachers to improve the teaching-learning process/performance. The teachers obtain feedback on students' learning performance as and when formative assessments are being done. This is how continuous quality initiatives have been carried out to help the teachers improve the teaching-learning process.

Since examination (MCQs) and evaluation of the same has been conducted in the online mode,examining the outcome of the online assessment, it is been seen that results have been highly satisfactory. This goes to show that the Course outcomes and programme outcomes mapped with this online mode assessment are achieved and are considered as the first level of attainment.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1043

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://www.sjcc.edu.in/AQAR_Report/pdf/2.7.1-sss.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The Research Centre abides by the Research Policy of the institution to maintain a research environment among students and faculty members. Research is an integral component of academic excellence at SJCC.

In tune with the research policy, the college endorses research in three significant ways, a) Individual Research. b) Departmental Research. c) Seed Money Project. Faculty members focus on apostolic preferences in their research to support social causes. and field level interventions.The College strives to maintain a strong research environment by funding various FDPs, workshops and training programmes. The Research Centre coordinates all PhD-related activities of Bangalore University at SJCC. The College administers the funds received from various government institutions like UGC and ICSSR for minor and major research projects. The college management and BJES provide seed money to relevant research proposals in the field of Social Science. The synopsis of the research project results is frequently updated. A record of the number of faculty publications, research conferences attended and papers presented by the faculty members is kept by the Research Centre. The Research Centre publishes a bi-annual peer-reviewed journal, which is posted on the college website. It also conducts a series of research methodology workshops for the in-house faculty, national conferences for in-house and external faculty members and researchers.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://sjcc.edu.in/sjccresearch/pdf/research-promotionpolicy.pdf
Any additional information	**No File Uploaded**

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

`1.00000`

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	**No File Uploaded**
Any additional information	View File

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

`0`

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	View File
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

9.80250

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	**No File Uploaded**
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

04

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.sjcc.edu.in/AQAR_Report/pdf/3.2.2_teachershavingresearchprojects.pdf
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

08

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

01

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://www.icssr.org/
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Creation and Transfer of Knowledge – Research Initiatives: The Research Centre of the college promotes the development of new knowledge in the field of commerce, business administration and language departments. It identifies the areas for research and facilitates grants and funding. The result of such research is published in reputed journals, inhouse journals, and also by publishing research compendiums. Among many other projects, the institution has completed three research projects on migration, livelihood and agriculture, poverty and education, and women and child health to uplift the lives of marginalized communities.

Entrepreneurial Enterprise and Industry Interface: The Entrepreneurship Cell of the college has been instrumental in catalysing the ideas of students into start-ups through its flagship programmes like 'E-summit', 'Launchpad' and 'Marché'. Through the strong alumni network and support, the college has had over 20 student start-ups and entrepreneurs who have won coveted awards such as the Best Student Entrepreneur award and the EY Innovation Challenge award.

Innovation Ecosystem: The institution has consistently strived to create an ecosystem that promotes innovative thinking among the students and faculty. This ecosystem is comprised of a symbiotic relationship between various stakeholders of the college i.e., industry, government, academia, and society.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.sjcc.edu.in/Incubation_Centre.php

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	[View File](#)
List of workshops/seminars conducted during the year	[View File](#)
Any additional information	**No File Uploaded**

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software	**A. All of the above**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	[View File](#)
Any additional information	[View File](#)

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	[View File](#)
Any additional information	**No File Uploaded**

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0.19

File Description	Documents
List of research papers by title, author, department, and year of publication	[View File](#)
Any additional information	[View File](#)

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

0.09

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sjcc.edu.in/sjccresearch/Dept_Publications.php

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

2

File Description	Documents
Any additional information	[View File](#)
Bibliometrics of the publications during the year	**No File Uploaded**

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	**No File Uploaded**
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	**No File Uploaded**
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Extension activities are part of the curriculum under Choice Based Credit System. All students are required to put in 60 hours of community service as part of their programme requirement. Bembala is a Bangalore Jesuit Educational Society community outreach programme designed for students of all Institutions under BJES, initiated to realize the Jesuit vision of life and education. SJCC envisions forming young men and women with a strong concern and commitment for the society they live in. Unlike last year, the new academic year 2020 – 2021 was challenging.

Response to COVID-19

In the wake of the pandemic, the outreach department took part in COVID-19 relief work to help the distressed communities and migrant workers. The covid-19 vaccine rollout was organized under the Arogya Seva Organization from 16.01.21 to 18.01.21. The covid -19 vaccine rollout took place in the various hospitals of Bangalore.

1. **Let's recharge: A webinar programme for the PG students was organized by the outreach department. Through the programme, the students raised funds to top-up internet for 35 children from marginalized communities.**
2. **Report on Polio drops drive: The Polio drops oral vaccination drive was a three-day student volunteer program organized by BBMP of Shanthi Nagar ward between 01.21.21 to 03.02.21.**
3. **Worksheets for Govt. School children: On 24.08.20 PG students**

participated in the webinar which focused on the importance of educating the government school kids during the covid-19 pandemic.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.sjcc.edu.in/pdf/annual_report2020-2021.pdf

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

2

File Description	Documents
Number of awards for extension activities in during the year	[View File](#)
e-copy of the award letters	**No File Uploaded**
Any additional information	[View File](#)

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

43

File Description	Documents
Reports of the events organized	[View File](#)
Any additional information	[View File](#)

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

4290

File Description	Documents
Reports of the events	[View File](#)
Any additional information	[View File](#)

3.7 - Collaboration

23-02-2022 06:13:23

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

19

File Description	Documents
Copies of documents highlighting collaboration	[View File](#)
Any additional information	[View File](#)

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

28

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	[View File](#)
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	[View File](#)
Any additional information	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

The Institution is located at the heart of the Central Business District in Bangalore. The campus is spread over 2.25 acres and houses an open ground. The college building includes the Administrative, Academic and Examination blocks. The college building has a basement, ground floor and 4 additional floors which are well connected through two lifts and three separate staircases. There is also a stationery shop and photocopying facility available on campus.

The Administrative block consists of space for the college office and offices for all administrative heads. The Academic block consists of classrooms, staff rooms, computer centres, auditoriums,

AV Rooms, Library, Information Centre, Placement Cell, and other academic centres, with additional space for meetings and workshops. The Sports Block includes sports facilities, common area for students, and a Garden. The Examination block accommodates the office of Controller of Examination, support staff, dedicated rooms for printing and storing, open area for meetings and work and is equipped with a CCTV Camera. The institution has made use of the locational advantage in order to optimally utilize the infrastructure for the benefit of the students and to bring revenue to the institution. The college functions in two shifts to utilize all these facilities optimally. The students avail state-of-the-art ICT facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sjcc.edu.in/infrastructure.php

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

Adequate space is provided for outdoor and indoor games within the college premises for the all round development of the students. There are facilities for Basketball, Football, Cricket (with practice nets), Throwball, Kabaddi, Badminton, carrom, chess and table tennis. The College has a fully equipped gymnasium for training and fitness, accessible to staff and students alike. Sophisticated infrastructure is available in college for the purpose of cultural activities, with two well-equipped auditoriums for theatre, dance and musical performances; an open stage; sound and lighting facilities to host concerts, and cultural festivals; two audio-visual rooms for film screenings, public lectures and panel discussions; a media room for video and audio recording/editing, and graphic design.

The College has a Student Governor appointed to oversee the activities of the Student Council. This student governing body coordinates all the cultural activities of the college and encourages extracurricular activities among students. The college also appoints professional choreographers, theatre directors and choir conductors to train students. The College encourages students to take part in extracurricular activities. Travel expenses of the cultural teams are compensated by the college. Thus, the college supports students who wish to engage in extra-curricular activities

through the aforementioned methods.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

44

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

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

769.45221

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

The library is the institution's knowledge centre. It offers vital support for teaching, learning and research by curating facilities for the needs of the immediate academic fraternity. The library's total carpet area is 5156 Sq. ft. It has adequate seating for 120 students at a time. There are 13 CCTV cameras installed for monitoring the code of conduct. The library was automated in 2005.

Name of the ILMS software

EASYLIB

Nature of automation (full or partial)

FULL

Version

4.3.3

Year of automation

2005

The Library has used EASYLIB Integrated Library Management software since 2005 for its in-house day-to-day activities. EASYLIB runs on a GUI (graphical user interface) environment to ease the data entry and operation. It has a web component that enables the library to share data across the campus. It also has built-in email and web publication support. It has unique features like multiple language support, library map and location view, multiple library connectivity, statistical analysis tools to improve library operation, data import and export etc. It also supports barcode, biometric and RFID operations.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.sjcc.edu.in/sjcc_library.php

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	**A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

29.35429

File Description	Documents
Audited statements of accounts	View File
Any additional information	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

772

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The institution's IT policy ensures effective maintenance and timely upgrade of the IT infrastructure. Internet speed is 350 mbps; both students and staff have Wi-Fi access through individual account login. There are two computer labs on campus with 291 computers. The CPUs are constantly upgraded as they are from i3 to i5, i7 and now i9. In 2018, the firewall was upgraded from Cyberoam – 100 iNG to SOPHOS – 500 iNG. 8 additional printers, 3 new servers, 15 additional projectors, 5 new digital signage boards, 8 new routers,

3 new photocopier machines were purchased. UPS capacity is now upgraded to 50 kva. 55 new CCTV cameras were installed, making it a total of 83 CCTV cameras, to monitor code-of-conduct on campus.

In 2018, for efficient Enterprise Resource Planning, the institution shifted to 'Linways' from 'Knowledge Pro'. The new ERP system comprehensively captures college data like, attendance, marks, lesson plans, reading material, assignment, online tests, academic and additional activities' reports, work-done diary, research-related details such as conferences and seminars attended/ conducted, leave management, infrastructure management, marks card download, Exam application and fee payment. ERP facilitates feedback processes for faculty and students, respectively. The IT facilities are revamped at regular intervals, with suggestions from the stakeholders, to ensure seamless connectivity.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.sjcc.edu.in/IT_facilities.php

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
3090	582

File Description	Documents
Upload any additional information	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	**A. ?50 Mbps**

File Description	Documents
Details of bandwidth available in the Institution	[View File](#)
Upload any additional information	**No File Uploaded**

4.3.4 - Institution has facilities for e-content development: Facilities available	**A. All four of the above**

for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

718.47682

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	**No File Uploaded**

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

A Maintenance Officer, assisted by the support staff consisting of attenders, janitors, electricians, gardeners and security staff, is responsible for the maintenance and utilization of the building infrastructure. Maintenance is outsourced to agencies, on demand. Funds are dedicated in the college budget for periodic maintenance of the college building. The college has a clean and well-maintained green environment with gardens and a hanging wall garden. The corridors are retiled; AV rooms and important offices are refurbished annually. The washrooms on every floor are retiled when required. The classrooms are annually upgraded with repaired furniture and repainting. All classrooms have well-serviced ICT, and well-maintained notice boards, green boards, classroom furniture. The floors are cleaned every day and waste disposal bins are emptied and cleaned every day.

The Sports Department is responsible for the maintenance of the sports facilities which includes the basketball court, football

field, gymnasium and the indoor games kit. The Sports Director works with two Sports Assistants who, in turn, are assisted by attenders to maintain the cleanliness of the sports grounds and equipment, lockers, washrooms and changing rooms, the gymnasium equipment. Qualified coaches are appointed for basketball, hockey, cricket and football for interested students.

The Systems Administrator is responsible for the maintenance and optimal utilization of the Computer Lab. The Chief Librarian is responsible for the maintenance and utilization of the library. Assisted by the library staff, the librarian has established procedures to maintain books, magazines, DVDs and manuscripts.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

16

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

850

File Description	Documents
Upload any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	https://www.sjcc.edu.in/capability_enhancement.php
Details of capability development and schemes	[View File](#)
Any additional information	**No File Uploaded**

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

1014

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate

A. All of the above

committees

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

661

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

176

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	**No File Uploaded**

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

92

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

192

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The College has an active Student Council, which is democratically elected by students themselves. It is overseen by a staff member who is appointed as the 'Student Governor'. The Student Council represents the concerns of the students, while also organizing many programmes aimed at the welfare of the student community. The student council brings to the notice of the administration, concerns of students, therefore acting as an effective medium or communication between the students and the administration. The extended Student Council also includes the Department Student Coordinators, Associations' Student Coordinators and, the Academic Representative, Cultural Representative, Sports Representative and Ladies Representative of each class. This network provides opportunities for students to take up leadership positions and ensures their holistic development. This also helps them work for the benefit of their community as a team. The SQAC team also aids in the academic administration of students by acting on behalf of the IQAC, for the students. The presence of dedicated cells like the Prevention of Sexual Harassment Cell, Students' Grievance Cell, Equal Opportunity Cell, and Anti - Ragging Cell, ensure that every student is cared. Another important way for the students to help in the management of the institution is through the conduction of Open House sessions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sjcc.edu.in/student_council.php

5.3.3 - Number of sports and cultural events / competitions organised by the institution

30

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Old Students Association' (OSA), the Alumni Association of St. Joseph's College of Commerce facilitates the development of the institution and students through diverse initiatives, especially to build a proactive outlook towards the professional world.

In the academic year 2020-21 OSA has contributed to the overall growth of the institution by organizing activities related to Curriculum Development, Recognition and Rewards, Alumni Reunions, Industrial Visits, Christmas Celebrations, and Guest Lectures on trending topics like GST and the Union Budget, Placement Drives, Quiz Contests and Debate Competitions. OSA organized inter-batch sports for men and women and Annual Teacher's Day Programme. OSA members participated in the Board of Studies and Academic Council meetings and gave suggestions to enhance the quality of teaching and learning processes, Certificate Courses and the skillset required for campus placement.

The Alumni Association annually awards scholarship worth Ten Lakhs for students from economically backward communities and top performers. The OSA, through a meticulous selection process selects students eligible for 17 awards and endowment funds. The OSA has also sponsored skill development courses, worth Rs. 1,30,000, for 25

deserving students. The MAGIS Awards are given annually by the OSA to recognize distinguished alumnae, and are presented for lifetime and significant achievements.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.sjcc.edu.in/alumni_activities.php

5.4.2 - Alumni's financial contribution during the year	**A. ? 15 Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

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

St Joseph's College of Commerce, which is a part of the Bangalore Jesuit Education Society (BJES), through its vision emphasizes on the pursuit of Academic Excellence, Social Concern, and Character formation. The institution encourages authentic search for knowledge by promoting academic diversity and cultural pluralism. The mission of the college intends to facilitate academic excellence coupled with commitment to cultivation of virtues and to meet the changing needs of the larger society, especially the marginalized. The vision of the institution upholds the dignity, and talent of each individual, and aims to transform personal ambitions of students into meaningful career choices centred around humane values.

SJCC has implemented mechanisms to periodically upgrade curricula and pedagogic practices, to encourage collaborations with corporations and top-notch educational institutions, and organize outreach programmes with greater faculty and student involvement.

The college emphasises on participative governance through varied enhancement initiatives, especially by forming committees to attend to areas such as Finance, Library, Sports, ERP, Staff Recruitment, and Regular Academic Audits.

Selected faculty members assist the principal through the key decision-making bodies and portfolios mentioned below:

- Academic Council
- Total Quality Management
- Internal Quality Assurance Cell
- Student Council
- Research Centre
- Examination Centre
- Sports Department
- Coordinators for special programmes
- Heads of Departments

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://www.sjcc.edu.in/governingbody.php

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The institution has a decentralized and participative management system that looks into academic and administrative aspects. The head of the institution is the principal. However, the responsibilities pertaining to finance, management and academics are decentralized and the individuals or the committees concerned enjoy autonomy in the decision-making process.

The staff plays an important role in the collective leadership of the college. The Principal, is ably assisted by senior faculty members who are active members of key decision-making bodies, such as the Academic Council, Total Quality Management team, IQAC, Student Governor, Heads of Departments, Research Centre, Examination Centre and Sports Department. Staff members also act as coordinators for special programmes.

The ethos of participative governance also extends to continuous improvement initiatives of the college. Special purpose committees attend to focus areas such as finance, library, sports, ERP, staff recruitment, regular academic audits and streamlined performance appraisals. Through the decentralized process of participative governance, all the stakeholders find representation in the administrative and governance decisions of the college, thus actively participating in the overall development of the

institution.

File Description	Documents
Upload strategic plan and deployment documents on the website	**No File Uploaded**
Upload any additional information	[View File](#)
Paste link for additional Information	**Nil**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Social Concern being one of the three pillars of education along with Academic Excellence and Character Formation, SJCC tries to reach out to the disenfranchised communities. After identifying the key areas of focus, a strategic plan was made to cater to the welfare of the marginalized communities in North Karnataka. The 'Twinning Programme' of SJCC, initiated in 2018, organized the below mentioned activities in collaboration with other institutions, communities and NGOs:

1. **Three research projects on the issues like livelihood, migration, school enrolment andwomen's health in the districts of Vijayapura and Raichur.**
2. **Training Programme for Self-help groups of Vijayapura, Manvi and Pannur**
3. **Social Immersion Programme for Faculty**
4. **Student internships and rural exposure camps**
5. **Collection Drives**

The 'Twinning programme' has identified six priorities and has clearly defined goals under each priority. An action plan has been created to realise the goals in a time-bound manner. The committee constituted for driving the Twinning Programme has a coordinator, a management representative and members comprising of staff and students. They have identified Raichur, Vijayapura and Anekal where SJCC will collaborate with communities, institutions, NGOs and plan activities related to research on the socio-economic conditions of the marginalized communities, skill development programmes and entrepreneurial support for self-help groups, and faculty and

student immersion programmes.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

St. Joseph's College of Commerce is administered by the Bangalore Jesuit Educational Society (BJES), headed by the Provincial (President of BJES) as the governing authority of the institution. The administration of the Institution is decentralized and autonomy is granted to various committees for independent decision making to encourage participative governance. The Governing Body (GB) of SJCC is constituted as per the UGC norms with the Rector (Vice-president of BJES) as the Chairman of the GB. The GB is entrusted with the responsibility of formulating long term goals for the institution and also to review the overall performance. It discusses and approves changes pertaining to academic matters proposed by the Academic Council.

The Principal oversees the Administrative Office, and coordinates other academic and administrative works, being ably supported by the Registrar, Vice-Principals, Heads of the Departments, Programme Coordinators and Subject Coordinators, IQAC, Research Department, Examination Centre and Resource Centres, Library, Computer and the ERP department. The IQAC collects feedback from all the stakeholders and initiates quality enhancement measures.

The BJES Service Rules offers guidelines to all the employees. The institution has put in place a transparent system i.e., the Higher Education Policy of BJES for recruitment and promotions. The grievance redressal mechanism guided by the principal and the vice president of BJES addresses the concerns raised by staff and students.

File Description	Documents
Paste link to Organogram on the institution webpage	https://www.sjcc.edu.in/pdf/Organogram.pdf
Upload any additional information	View File
Paste link for additional Information	Nil

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The College has the below mentioned employee benefit programmes catering to the overall wellbeing of the teaching and non-teaching staff:

Group Insurance -The institution provides a comprehensive group medical insurance coverage to its employees catering to more than 220 families of teaching, non-teaching, and support staff. The College also sanctions 30 Earned Leave for the non-teaching staff and paid marriage leave up to six days to all employees.

Education Support – The College provides concession on tuition fees to the children of teaching and non-teaching staff. Also, the fees and conveyance charges incurred by the faculty towards attending conferences, seminars and academic workshops is reimbursed.

Support Measures for FDP & Doctoral Research: Teachers engaged in research work and other Faculty Development Programmes are given

paid leave up to one year, subject to certain conditions. Apart from this, a reduction in work load and relaxation in invigilation duty is extended. Leave of up to six days is granted for the preparing for the Viva-voce. Further, seed money is given to promising research projects.

The College also arrange annual tour, staff outreach programmes, uniforms for non-teaching staff, maternity & paternity leave, flexible working hours for nursing mothers, and workload flexibility for office bearers. Additional financial support like paid long leave is sanctioned for those with prolonged medical conditions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sjcc.edu.in/pdf/bjes_Servicemanual.pdf

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

04

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

41

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

142

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Financial Administration of the Institution

The Institution, run by the Bangalore Jesuit Educational Society (BJES), has constituted a committee for managing the financial transactions. The committee, which meets twice a year, prepares the budget for various departments and submits it to BJES. It also conducts periodic internal audits, foresees major expenses for renovation and maintenance of the building, allocates the budget, monitors the financial transactions and resource mobilization. The budget is presented to the Governing Board for approval.

Accounting Practice

A centralized accounting system is followed and the Finance Officer is the authorized signatory for it. Accounts are settled on a monthly basis and it is mandatory to get the next month's budget approved. Additionally, any extraneous collection in the institution goes to the collection account.

Audit Practices

The institution has an Audit policy and conducts two audits annually — the Internal and External Audit. The Internal Audit is carried out during the mid-academic year by a group of three professionals appointed by the BJES. The team checks whether the college is complying with statutory norms like deduction of TDS, and payment of the sanctioned amount as salary. The team scrutinizes the asset

registry of the institution.

The External Audit is carried out by a registered auditing firm at the end of the academic year and it includes auditing of all units of the management.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

27.51291

File Description	Documents
Annual statements of accounts	<u>View File</u>
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<u>View File</u>
Any additional information	**No File Uploaded**

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

The primary source of income of the College is the admission fees collected during the admissions every year. Other key sources of funding include grants received for major and minor research projects, ICSSR grants, grants received in recognition of the institution as College with Potential for Excellence (CPE), special assistance grants under the 12th plan and autonomy grant received from the UGC.

Additional funds gathered are in the form of fees collected for self-financed and certificate courses, revenue generated from government and private examinations, professional use of computer laboratories by companies and institutions, service charges levied on the public for usage of the auditoriums and the playground, sponsorship received from parents for mid-day meal scheme, from companies and parents to educate underprivileged and deserving students, scholarships received from the alumni and the industries for the deserving and meritorious students. Besides, students raise funds

through cultural activities and reach out to people affected during natural calamities.

College prepares a budget for all these grants received in order to ensure effective utilization of the fund.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Practice 1:

Introduction of 6 new programmes, construction of classrooms, ISO certification, introduction of the CBCS system, class conduction in two shifts, introduction of seed money, strengthening of infrastructure for examination, separate working space for HoDs, IQAC and Placement cells.

Practice 2:

Strategies to improve the examination process were- setting up of committees such as Outcome Based Education Committee, Board of Examiners Committee and Question Paper Audit Committee, audit and training introduced in the examination department, processes related to examination such as archiving of old question papers on the website for easy access by the students, inclusion of the Examination Calendar in the Student handbook, awarding special certificates in recognition of the performance

Practice 3:

The Institution has collaborated with the industry provide hands-on experience to the students through workshops and internships. The institution also designs its curricula in accordance with the needs of the industry. This collaboration has resulted in catering to the national and global requirement of the industries.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The shift from the offline to the online mode of conducting classes were done by using Microsoft Teams platform. Additionally, institutional support was provided to students who did not have the necessary means to attend online classes.

Examination Reforms

Online End Semester Examination were conducted exclusively for the registered candidates on a non-mandatory basis after training sessions were conducted by the office of the Controller of Examinations for students and teachers. Question paper patterns were changed to support the online mode of examination. Innovative assessment methods were created for the assessment of students through the online mode.

Green Reforms

Other green reforms brought in by the institution were paperless assignments, digital campaigns and voting for the council elections, usage of one sided pages for printouts, usage of cloth bags instead of paper bags for packing answer scripts and question papers, recycling of answer scripts.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other	A. Any 4 or all of the above

quality audit recognized by state, national or international agencies (such as ISO Certification)	

File Description	Documents
Paste the web link of annual reports of the Institution	https://sjcc.edu.in/pdf/annual_report2020-2021.pdf
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The commitment of the institution towards establishing a just and equal society is reflected in its vision and mission, its core values and the curriculum of all programmes offered by the institution. From the admission procedure followed by the institution gender equity plays a pivotal role. The CBCS course matrix for all programmes allows for a seamless integration of issues pertaining to Gender, Environment and Sustainability, Human Values and Professional Ethics. The student coordinators of the Women's Forum organise programmes and activities in sensitizing students about gender. The Forum also provides a space for girl students to voice out their concerns. An important way in which students become part of the management of the institution is by participating in the Open House conducted for the students. Various programmes are arranged by the forum to help the students recognise their innate abilities and articulate their thoughts and ideas. Events like Power puff Girls: Conversations around Female Empowerment, Bake my Day are a few such events among others that promote gender equality.

Moreover, the institution has included courses related to gender equity. The discussions in the classrooms emphasises on the promotion of gender equity. These courses are offered in the open electives also.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment	**B. Any 3 of the above**

File Description	Documents
Geotagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Segregation of degradable and non-degradable waste is the first step taken by the institution. Separate bins are used for collection of wet and dry waste at strategic locations. The wet waste is further used in vermicomposting and dry waste is recycled and excess is distributed to BBMP. The Eco Club frequently inspects the processes.

Every year around 3867 kgs of answer scripts are recycled to make books which are distributed to more than 2000 children studying in government schools. Non-biodegradable wastes such as tetra packs and pet bottles are recycled. Every year a sum of 15 to 20 kgs of e-waste gets recycled in the institution. Electronic devices that are repaired and are in a position to be re-used are given to under privileged schools. Hazardous waste materials produced in the campus are disposed in a safe and responsible manner. The food-waste convertor system installed in the institutionuses the biodegradable waste and converts it into concentrated natural fertilizer. This is then left for composting to be used later as manure for plants and trees in the college campus. The staff involved in the process are provided with training on matters related to disposal of different kinds of waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geotagged photographs of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**A. Any 4 or all of the above**

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**B. Any 3 of the above**

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions/awards** 5. **Beyond the campus environmental promotional activities**	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.	**A. Any 4 or all of the above**

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The institution aims at providing holistic development to its students besides working towards their character formation. It believes in forming men and women for and with others. Harmony Club is one such initiative which stands firm with its motto "Diversity and Inclusion" and works towards promoting inter-religious harmony. Journeying with Youth in Unison for Serenity Club promotes inclusivity. The club celebrated UN recognised International Day of Peace on September 21st 2020 to promote the UN recommended theme 'Shaping Peace Together' during the pandemic crisis and conducted events, inter and intra college competitions and panel discussions. The club launched a book club called 'Reader's Clan' for the harmony club members to share ideas and thoughts on specific genres. On 20th March, The United Nations celebrates the International Day of Happiness. On this occasion Harmony Club initiated the 'Spread happiness challenge'. Students were asked to take part in sustainable activity that makes them happy as well as serve a good purpose. Activities in the academic year revolved around inducing the ideas of mental health, peace, humanity, character building and positivity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

The institution has associated itself with NGOs and social

organizations to help the marginalised and weaker sections of the society. Students work hand-in-hand with the institution in realizing this objective. Social internships are also taken up by the students. Some of the NGOs and organizations where the students have contributed are Centre for Amenities, Rehabilitation and Education (CARE), Teach for India, Bosco, Old age homes, Ingenious Faces, Collective Action for Basic Rights Foundation (CBRAF).

The NSS conducts camps in rural areas to promote inclusiveness and societal values and observes National Youth Day to orient the students about the philosophy of Swami Vivekananda. Centre for Social Action (CSA) advocates the need for representation of suppressed voices and acts as the spokesperson for communicating social issues to the masses. Thursday Talkies episodes are held on social issues and concerns. Associations like AICUF, Eco Club, Rotaract, Hashmi Theatre Forum, Kannada Sangha and E-Cell celebrate important events such as the Karnataka Rajyotsava Day, Independence Day, Republic Day and National Integration Day. Lectures and talks are arranged to sensitise students on World Environment Day and International Peace Day. Faculty also participate along with students in outreach programme rural exposure and undertake social research project.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	[View File](#)
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized	A. All of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution takes utmost interest in bringing people of various communities together to create a sense of oneness and unity among the students and staff.

Various associations of the college play an important role in celebrating and organizing various festivals and important days. On the whole the institution celebrates Independence Day by hoisting flag and inviting an eminent speaker. Students are encouraged to participate in essay competitions on the topics related national relevance. Republic day and constitution day are also commemorated on a similar fashion by organizing talks and lectures. Moreover, by observing National Integration Day, Ozone Day, International Women's Day, International Music Day, World Human Rights Day, Women Empowerment Day and Traffic Awareness Day the institution sheds light on the aspect of plurality nationally and globally.

Also, competitions and cultural events are conducted on the birth anniversaries of Swami Vivekananda, Dr. Radhakrishnan, Jawaharlal Nehru which are observed as National Youth Day, Teachers Day and Children's Day, respectively. The Tibetan Student community celebrates the birthday of Dalai Lama along with other students. Student council and Kannada Sangha celebrate Kannada Rajyotsava jubilantly by organizing folk music and dance, student performances, exhibitions, rural food festival and talks by renowned personalities.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	[View File](#)
Geotagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

A. 1. Liberty in learning

1. Title of the Practice

Liberty in learning

2.The context that required the initiation of the practice

Every individual is entitled to certain rights in every sphere of life, most importantly in education. Students have the right to express his/her thoughts. The institution strives to create an ecosystem where freedom of speech and expression is of utmost priority. All the curricular and co-curricular activities are organized to promote the idea of freedom of expression and dissent. Various associations, clubs and discussion forums nurture students' critical thinking abilities through debates and dialogues. This also helps in developing a commitment to the democratic way of life. Expression of dissent and participation in discussions are the core values of the holistic education imparted at St. Joseph's College of Commerce.

3.Objectives of the practice

The primary objective of the practice is to encourage students to ask questions and enable them to learn better through asking questions. Also, to help them hone their leadership quality by expressing their opinion in a learned crowd.The other main objectives of the practice are:

   1. **To encourage critical- thinking abilities in students and teachers**
   2. **To train students to read, reflect, discuss and learn**

3. To inculcate the spirit of tolerance among students

4.The practice

Students are encouraged to organize debates on various topics of contemporary significance. It also provides students with many platforms for discussions and expressing their disagreements. Through associations like the Debating Society, Centre for Social Action, ComVerse and Spotlight, students voice their opinions on diverse socio-political and economic significance. They engage in debates and dialogues to arrive at plausible solutions, while also learning to respectfully disagree and effectively articulate their views. They host and participate in various festivals and open mic sessions. The curriculum of the language departments categorically deals with the art of dissent as they engage in extensive discussions on several social issues during the class. Organising/participating in debates are part of the assignments given to students and students are awarded marks for it. Through these methods, the college has successfully extended a platform that thrives on diversity, democracy and secularism, for all its students.

5.Obstacles faced if any and strategies adopted to overcome them

To express dissent in a healthy and creative manner is an art that not everybody possess. Also, presenting the ideas and disagreements without hurting the sentiments of other individuals and communities is imperative. In order to over come these obstacles most discussion held are moderated either by one of the students or the faculty member. Students are given feedback after every discussion.

6.Impact of the practice

- Students have learnt to express their opinions on diverse socio political and economic aspects that affect the society
- Active participation in discussions and debates organized within and outside campus
- Increasing number of students who gain visibility in various spoken and written public forums such as social media blogs, college fests, open mics, etc.

7.Resources Required

- and debates and a full-time Public Relations Officer who can ensure media support

1. Digital learning.
2. Title of the Practice

Digital learning during pandemic

1. Context that required the initiation of the practice

In the backdrop of unprecedented challenges created by the COVID – 19 pandemic, education has changed dramatically. There is a distinctive rise in e-learning, where learning takes place in digital platforms. With this sudden shift away from classrooms, and the possibility of this situation persisting beyond the pandemic, it was imperative to adopt online classes at the earliest and St Joseph's College of Commerce took the lead in venturing online classes.

1. Objectives of the practice

The primary objective was to device a mechanism for holding online classes for all courses at SJCC during the pandemic. Also, to conduct seminars,workshops and lecture sessions online during the pandemic.

Other main objectives

1. To ensure all aspects of teaching and learning are covered including the CIAs, Assignments through online mode.
2. To ensure the holistic development of the students by conducting online counselling sessions, Association activities and extra-curricular activities online.

1. The Practice

A committee involving teachers was constituted to setup the procedures for online class. The committee started with exploring all the possible online platform best suitable for educational need. The committee took upon itself the trial-and-error process to find out the apt platform. The committee had to come up with a platform that could facilitate the downloading of attendance, conducting CIAs and posting assignments. In order to make it student friendly, the committee had to come with a platform that would require less consumption of internet data and easy uploading of assignments. Thus, the committee arrived at using Microsoft Teams platform to conduct online classes which was well developed and met the educational needs of the institution and the students.

- It was not easy for the students and teachers to adapt to the online classes all of a sudden. In order to ease the process, the committee held several rounds of deliberation to prepare a plan of action for beginning online classes. After deliberation to begin with, the teacher and student accounts were created and timetable was planned for the online classes. To get used to the new method of teaching and learning several rounds of trainings were held for the faculty members individual class groups and subject groups were created for effective communication between the class mentors and mentees, and subject teachers and students. Finally,trial sessions were held for the students to familiarize with the platform. Regular feedback was collected from students to resolve issues in the online class for effective learning and teaching. Also, the progression of classes and attendance was being monitored through the College ERP portal.

The Institution didn't find a lot of issues in setting up the online classes since it technical well equipped. The institution has been managing it's attendance and examination related activities on Academic Management System (AMS) provided by Linways, this in many ways reduced the burden of starting things from the scratch. The institution made complete use of its pre-existing Video Conferencing facility, facility for recording audio-video lectures. Also, the institution has a strong internet connectivity which helped in processing the online classes smoothly. Framework for Online courses using Microsoft Teams:

5.Obstacles faced if any and strategies adopted to overcome them

The institution and students faced a few obstacles in conducting online classes.

- Many students were not in possession of Laptops or Smart phones to attend classes.
- The poor internet connectivity was a major problem faced.
- The attention span of the students was very limited.

- When the pandemic situation was under control college was opened for students who wanted avail the college internet facilities to attend classes.

- Teaching and learning was made interesting by making use of audio-visual aid, PPT and engaging them in conversation during the online classes.

Conclusion

The academic policy of the institution shall remain the same and the technology adopted shall only be utilized to realize the academic objectives. Technology shall be used only as an aid to conduct classes and efforts shall be made to retain the best practices in teaching pedagogy while conducting online classes. Tracking individual student progress, addressing the needs of slow and fast learners, providing individual attention and need based assistance shall continue to be the top priorities of the institution. Teachers and students shall be introduced to the online mode of teaching and learning in a gradual manner and institutional support shall be provided to students who may not have the necessary means to attend online classes.

File Description	Documents
Best practices in the Institutional website	https://www.sjcc.edu.in//AQAR_Report/pdf/7.2.1-bestpractices.pdf
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

St Joseph's College of Commerce (SJCC) is an institution that is committed to form men and women for and with others for 50 years now. SJCC was part of formerly St. Joseph's College (est.1882). In 1972 SJCC became independent and was moved to Brigade Road. The institution nurtures its students with three important goals: Academic Excellence, Social Concern & Character Formation. The institution admits 10% of its students from the economically weaker section of the society.

Over the years, SJCC has achieved many milestones, including the autonomous status in 2005. Also, 'College with Potential for Excellence' was conferred in 2010. SJCC became an ISO 9001:2015 certified institution in 2019. The college successfully completed four NAAC accreditation cycles and was graded A++ in 2021. The institution currently has 3090students across 2 shifts with 6 B.Com programmes, 3 BBA programmes and 3 M.Com programmes. The College has consistently secured top ranks for the past few years as per the surveys of NIRF. Faculty members of SJCC have authored several books

and were members of BoS of various universities. Prominent alumni have excelled in the field of Commerce, Accounting (CA, ICWA and CS), Cricket and, Cinema.

File Description	Documents
Appropriate link in the institutional website	https://www.sjcc.edu.in/
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. The institution has planned to host its 50 years Golden Jubilee celebration in the year 2022. The celebration would include Academic Programmes such as National Level Conferences from all the departments, workshops, literary fests, exhibitions, book publication, essay writing competition, career fair and internship drive. Social outreach programmes are being planned along with Cultural Activities like musical programmes, theatre, dance etc .

2. In accordance with National Education Policy(NEP), the institution proposes to start new courses such as B.A English (Hons.), B.Sc Economics (Hons.),and online Diploma Courses, and initiatives would be taken to introduce skill development courses.

3. The institution has plans to revise the pay scale of the teaching staff, administrative staff and the support staff.

4. Upgradation of existing IT infrastructure facilities and database management system.

5. The institution has planned to expand utilisation of solar energy on campus specifically installation of solar powered lights in the playground and around campus.