# Yearly Status Report - 2018-2019

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | **THE OXFORD COLLEGE OF BUSINESS MANAGEMENT** |
| Name of the head of the Institution | **Prof. Jacob Alexander** |
| Designation | **Director** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **08061754542** |
| Mobile no. | **9886040123** |
| Registered Email | **principalbmgt@theoxford.edu** |
| Alternate Email | **directortocbm@theoxford.edu** |
| Address | **The Oxford College Of Business Management # 32,17th B main,Sector 4,HSR Layout** |
| City/Town | **Bangalore** |
| State/UT | **Karnataka** |

| Pincode | 560102 |
| --- | --- |

## 2. Institutional Status

| Affiliated / Constituent | Affiliated |
| --- | --- |
| Type of Institution | Co-education |
| Location | Urban |
| Financial Status | private |
| Name of the IQAC co-ordinator/Director | Prof. Pratibha M.R./Prof.Jacob Alexander |
| Phone no/Alternate Phone no. | 08061754562 |
| Mobile no. | 9686230847 |
| Registered Email | principalbmgt@theoxford.edu |
| Alternate Email | directortocbm@theoxford.edu |

## 3. Website Address

| Web-link of the AQAR: (Previous Academic Year) | http://www.theoxford.edu/business_management/iqac.htm# |
| --- | --- |

## 4. Whether Academic Calendar prepared during the year

| **4. Whether Academic Calendar prepared during the year** | Yes |
| --- | --- |
| if yes,whether it is uploaded in the institutional website: Weblink : | http://www.theoxford.edu/business_management/pdf/Calender%20of%20Events%202018-2019.pdf |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
| --- | --- | --- | --- | --- | --- |
| | | | | Period From | Period To |
| 1 | A | 3.10 | 2012 | 21-Apr-2012 | 20-Apr-2017 |
| 2 | B | 2.44 | 2018 | 26-Sep-2018 | 26-Sep-2023 |

## 6. Date of Establishment of IQAC

| **6. Date of Establishment of IQAC** | 24-Dec-2010 |
| --- | --- |

## 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| Certification program on MS powerpoint | 19-Sep-2018 9 | 155 |
| Certification on MS word | 03-Oct-2018 9 | 287 |
| Value added course on stress management | 10-Oct-2018 1 | 154 |
| Value added program on Communication skills | 15-Nov-2018 2 | 186 |
| Faculty development program on IFRS | 22-Feb-2019 1 | 41 |
| Value added program on Decision making skills | 02-May-2019 1 | 102 |
| Certification Program on Ms Excel part 1 | 22-May-2019 7 | 150 |
| session on Choices, value and success | 15-Oct-2019 1 | 128 |
| workshop on entreprenurship development | 17-Oct-2019 1 | 128 |
| E- mela | 23-Oct-2019 2 | 322 |
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Nil | Nil | NiN | 2019 0 | 0 |
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| | |
|---|---|
| **9. Whether composition of IQAC as per latest NAAC guidelines:** | **Yes** |
| Upload latest notification of formation of IQAC | [View File](#) |
| **10. Number of IQAC meetings held during the year :** | **7** |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | **Yes** |

| | |
|---|---|
| Upload the minutes of meeting and action taken report | [View File](#) |
| **11. Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |

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

To enhance the quality of teaching and embellish students' learning, effort has been taken to initiate various activities in the form of seminars, workshops, conferences and symposium. In line with the above initiatives, also conducted personality development for students. Identified students who needed special classes and remedial class were scheduled for them. Introduced Online Feedback system. Encouraged the faculty to strengthen usage of ICT facilities for teaching and learning

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

| Plan of Action | Achivements/Outcomes |
|---|---|
| In sync with the curriculum designed by the university, industrial visits were planned. | Contemporary learning through practical exposure of students by means of industrial visit. |
| Keeping in mind the importance of research in classroom teaching , faculty were encouraged to do PhD's | The planned initiative materialized with three more PhD's added to the department |
| Enhancing skillset of the students | Certification programs and Value added programs conducted. |
| Introduce and improve teaching-learning process by adopting outcome based education process | All the courses taught have been using outcome based education process and improving it time to time. |
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| | |
|---|---|
| **14. Whether AQAR was placed before statutory body ?** | **No** |
| **15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?** | **No** |
| **16. Whether institutional data submitted to AISHE:** | **Yes** |
| Year of Submission | **2019** |

| Date of Submission | 11-Jun-2019 |
|---|---|
| **17. Does the Institution have Management Information System ?** | Yes |
| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | In our institution delivery of curriculum is through comprehensive campus management system with various academic modules such as • Lesson Plan • Assignments • Video Lectures • PowerPoint Presentation • Interactive Platform • Question Bank • Online test • Access to EJournals • Configuring Online test for Students • Program Outcome • Course Outcome • Mapping Of Co's and PO'S • Attainment Calculation • Admission Automation • Alumni Management • Attendance Management • Uploading of Video Lectures and PPt's • Online Certification Courses • Value Added Courses for Students • Online feed back of all Stake holders • Monitoring system for IQAC |

## Part B

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

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

The curriculum of The Oxford College of Business Management (TOCBM) is the manifestation of its philosophy "Vidya Sarvathra Shobhate" which translates to knowledge is recognized everywhere. We effectively plan and implement activities for the continuous improvement and delivery of academic curriculum. Many initiatives are taken by the institution in this direction. We begin our academic semesters with good planning, which begin primarily with the subject allocation to all the faculty. This enables all the faculty to plan their lesson plans and complete the same on time. During the beginning of every semester a meeting is conducted by the Director and Academic Dean, where the Academic calendar is framed on discussion with the staff members. Further after the subject allocation, staff members go ahead with the Lesson Plan preparation, which covers all the modules to be taught within a time frame. Faculty are encouraged to use supplementary methods like seminars, role plays, business games and workshops to make the topics more interesting thereby enhancing the effectiveness of the teaching process. This is later discussed and monitored by the Dean Academics. In addition to this on a regular basis topics covered are also recorded and updated in a Work Diary by all faculty members which is again reviewed by the Dean Academics and Director on weekly basis. The students are evaluated through internal assessment and class tests. This enables the faculties to understand the performance of the students who are above and below average. This further helps the department to plan out Remedial and Tutorial classes to be held for Slow Learners, for which special timetable and arrangements in the regular curriculum is considered.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|---|---|---|---|---|---|
| MS Word | NA | 03/10/2018 | 4 | yes | yes |
| MS Power Point | NA | 19/09/2018 | 4 | yes | yes |
| MS Excel l | NA | 22/05/2019 | 5 | yes | yes |
| MS Excel lI | NA | 02/12/2019 | 3 | yes | yes |

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| Nill | 0 | Nill |
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|---|---|
| BBA | Marketing,Human Resources,Finance | Nill |
| BCom | Accounting and Taxation,Finance,Banking and Insurance | Nill |
| MBA | Marketing, Finance, HR, Health care, SMES, Banking finance and Insurance services Management | Nill |
| MCom | Finance and Banking, accounting and Taxation | Nill |
| PGDCA | Diploma | Nill |

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

|  | Certificate | Diploma Course |
|---|---|---|
| Number of Students | 737 | 0 |

## 1.3 – Curriculum Enrichment

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

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---|---|---|
| Stress Management | 10/10/2018 | 154 |
| Communication Skills | 15/11/2018 | 186 |
| Decision Making Skills | 02/05/2019 | 102 |
| Conflict Management | 05/11/2019 | 120 |
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1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---|---|---|
| MBA | Management | 294 |
| MCom | Commerce | 34 |
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**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
|---|---|
| Teachers | Yes |
| Employers | Yes |
| Alumni | Yes |
| Parents | Yes |

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

Feedback Obtained

Feedback is a very critical process in which part of the output of a system is returned to its input in order to regulate results and is a very essential part of our education system in the institution. The progress of any institution depends considerably on the effective functioning of the feedback system. The online feedback system at The Oxford College of Business Management encompasses all the stake holders including staff, students, alumni, employers and parents. The feedback received is analysed online and acted on. Feedback is gathered at the departmental level from the stake holders on the curriculum, teaching quality, methodology, teaching tools, infrastructure etc.. STUDENTS: Good feedback practice not only provides useful information to the students to improve their learning, but also useful inputs to teachers to foster a better learning environment. Students feedback is elicited regarding various aspects of teaching at the end of each semester. The feedback of the students is communicated to the teachers and the management and necessary actions is taken. FACULTY: The department has the practice of conducting meetings with the faculty at regular intervals and gathers inputs regarding innovative practices in teaching methodology, conduct of value addition programs, curriculum enrichment and students performance. The suggestions are then implemented across all the programs. ALUMNI: A strong and positive relationship with alumni has benefitted the institution socially, academically and professionally. Suggestions are taken from the alumni regarding curriculum enrichment and value addition programs to be organized for the students. They play a very important role in providing career guidance and placement support for the students. PARENTS: The institution considers the parents very important stake holders and interacts with them to collect feedback regarding teaching quality, discipline and other infrastructure facilities. Their suggestions are duly incorporated by the concerned authorities. EMPLOYERS: The diversity of higher education institutions and quality issues require the assessment of graduate quality, based on feedback from employers. We have good engagement with the employers of our students to assess trends and changes in various industries and professions. Their feedback about our students is extremely beneficial in identifying the gaps and closing the same by designing appropriate programs.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
| --- | --- | --- | --- | --- |
| BCom | Commerce | 300 | 287 | 247 |
| BBA | Management | 240 | 283 | 234 |
| MCom | Commerce | 60 | 67 | 40 |
| MBA | Management | 180 | 185 | 143 |
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## 2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
| --- | --- | --- | --- | --- | --- |
| 2018 | 481 | 183 | 31 | 10 | 0 |

## 2.3 – Teaching - Learning Process

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

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
| --- | --- | --- | --- | --- | --- |
| 41 | 41 | 5 | 9 | 9 | 6 |
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Oxford College of Business Management has a very effective mentoring system in place which supports students to improve their learning and leadership skills and motivating them towards their future career development. Faculty members are given training on mentor system and meet the students at regular intervals to listen to their issues and guide them for their overall personality development. There is an App available to the students through which they can interact with their mentors though they are not in the campus. The key role of the employer is to enable the mentee to recognize their skills, abilities and interests and strengthen the same to realize their goals. The mentors extend both personal and professional help to the students. All the mentors are allotted a group of students every year. The mentors maintain a record of the information of the mentee, details of the interaction and the progress of the students. The mentors along with the Dean of Academics and Director have regular meetings to check the progress of the students and discuss related issues. Mentoring has helped students to feel more connected and engaged on campus and ultimately improved student outcomes. Mentors are playing a significant role in nurturing student's aspirations and advising them to make successful transitions from college life to corporate life.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| --- | --- | --- |
| 664 | 41 | 1:16 |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
| --- | --- | --- | --- | --- |

| 41 | 41 | 0 | 23 | 10 |
| --- | --- | --- | --- | --- |

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

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
| --- | --- | --- | --- |
| Nill | Nil | Nill | NIL |

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## 2.5 – Evaluation Process and Reforms

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

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
| --- | --- | --- | --- | --- |
| BBA | SL26 | I | 06/11/2018 | 21/03/2019 |
| BBA | SL26 | II | 16/05/2019 | 21/12/2019 |
| BBA | SL26 | III | 06/11/2018 | 19/03/2019 |
| BBA | SL26 | IV | 16/05/2019 | 01/08/2019 |
| BBA | SL26 | V | 06/11/2018 | 18/03/2019 |
| BBA | SL26 | VI | 16/05/2019 | 26/07/2019 |
| BCom | SL41 | I | 06/11/2018 | 21/03/2019 |
| BCom | SL41 | II | 16/05/2019 | 23/12/2019 |
| BCom | SL41 | III | 06/11/2018 | 20/03/2019 |
| BCom | SL41 | IV | 16/05/2019 | 02/08/2019 |

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A reform in Continuous Internal Evaluation (CIE) system at the Institutional level Good quality education has become indispensable for educational institutions throughout the world. This requires effective teaching and learning environment, inside and outside the classrooms. It is a challenging task to create such an environment, which needs effective planning in partnership with the entire stakeholders. This is achieved by gaining the students attention and transmitting the knowledge, while maintaining the interest of the students and using assessments to examine and evaluate the process of learning. Active participation and interaction between the student and teacher is given importance to achieve the latter by implementing learningcentric strategies with existing classroom pedagogy. "StudentCentered" teaching and learning evaluation process is a continuous rather than being an event in the entire teachinglearning process. Regular assessments, frequent tests, analyzing the learning gaps, using corrective measures and regular feedback to students and teachers are an integral part of our process to make the teaching more effective. At The Oxford College of Business Management , we plan the evaluation process evenly across the academic session. Assessment or Evaluation of a student at TOCBM is done using: Project Work MiniProjects are undertaken by the students at the end of each chapter or important topics that gives a hand experience of the subject knowledge applied in real world scenario

and analysing the same. Internal Exams Conducted twice every semester according to the Bangalore University Internal examination process regulations. Instant Tests Assessment conducted instantly (surprise) by the teacher weekly in their subject to evaluate the student attentive process and teacher feedback to the topics covered in a span of time. We Conduct online MCQ tests, platform where module wise tests are given to students for Continuous Internal evaluation. Seminars and Presentations Conducted at regular intervals to improve presentation skills, public speaking, use of ICT and deeper understanding of the subject. Group and Expert discussions Conducted BiWeekly or once a month on the current affairs of National or International importance in Economics, Social and Business fields which gives students the thought to critically analyse the topic and to reinforce the knowledge learnt in the classrooms. MCQs Helps the students to develop analytical and logical thinking and leads to better understanding of concepts. MCQs are regularly administered by the teachers. Assignments are given at the end of each topic or chapter to make sure the learning does not stop at the classroom level and the students are given the opportunity to explore the various sources available in learning the subject knowledge. Quizzes Conducted at regular intervals to reinforce learning. It is also a very useful tool to gain a good understanding of the learning process of the students. The effect of the above practices has resulted in Improved learning and overall development of students, Improved results and pass percentage in University examinations, Reduced backlogs and detention and Improved quality of projects

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

The institution adheres to the academic calendar for the conduct of CIE. The committee consisting of Principal and Head of the Department will prepare the academic calendar well in advance before the commencement of the semester. The calendar outlines the semester classes, activity schedule, internal examination schedule and external examination schedule. The faculty member of the concerned department gathers the lists of courses for the coming semester. The head of the department finalizes the subject allocation for the faculty members based on their choice and area of interest / expertise. The faculty members prepares the lesson plan before the commencement of semester, indicating the topics and activities to be covered subject wise including the evaluation process for each subject and approved by the head of the department and the Principal. It is then, made available to the students. Timetable incharge of each department prepares the timetable as per the guidelines of university for the number of credit hours for each subject prior to the commencement of the semester. Timetable is displayed in the respective department notice boards. The performance of the students is assessed on a continuous basis by conducting two internal exams as per the Bangalore University norms per semester, where the average is taken as final Internal marks scored for the examination criteria. In addition to the tests, assignments, miniprojects and quiz are also the part of Continuous Internal Evaluation. The evaluated answer books are returned to the students and an opportunity is given to the students to discuss the evaluation with the teacher. The teacher rectifies any error on the spot, if any. Finally the Internal Assessment is carried out for 30 marks.

## 2.6 – Student Performance and Learning Outcomes

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

http://www.theoxford.edu/business_management/po.html

2.6.2 – Pass percentage of students

| Programme | Programme | Programme | Number of | Number of | Pass Percentage |
|-----------|-----------|-----------|-----------|-----------|-----------------|

| Code | Name | Specialization | students appeared in the final year examination | students passed in final year examination | |
|-------|------|----------------|--------------------------------|--------------------------|--------|
| CMD | MBA | MBA | 140 | 134 | 95.71 |
| COM | MCom | M.Com | 32 | 32 | 100 |
| C26 | BBA | BBA | 177 | 123 | 69.49 |
| C41 | BCom | B.Com | 180 | 138 | 76.66 |

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## 2.7 – Student Satisfaction Survey

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

 http://www.theoxford.edu/business_management/pdf/SSS%20oxford%20college%20of%20business%20management.pdf

# CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 – Resource Mobilization for Research

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

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

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## 3.2 – Innovation Ecosystem

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

| Title of workshop/seminar | Name of the Dept. | Date |
|----------------------------|-------------------|------|
| Workshop on IPR Patentability , patent filing | Management | 18/09/2019 |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|--------------------------|-----------------|-----------------|---------------|----------|
| Best Paper Award | Prof.Jacob Alexander | MP Birla Institute of Management Studies | 30/08/2019 | NA |

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

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|-------------------|------|--------------|----------------------|--------------------|---------------------|
| Yes | The oxford college of Business Management Incubation centre | Self | Paw Paradise | Service | 18/10/2019 |
| Yes | The oxford | Self | Friends | Service | 17/10/2018 |

| Yes | The oxford college of Business Management Incubation centre | | Mobile Clinic | | |
|-----|------|------|------|------|------|
| Yes | The oxford college of Business Management Incubation centre | Self | Lucky Fisher | Service | 11/06/2019 |

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## 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|--------------|
| 0 | 7 | 10 |

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

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| Nil | 0 |

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|------|------------|----------------------|-------------------------------|
| National | Commerce and Management | 7 | 0 |
| International | Commerce and Management | 10 | 0 |

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

| Department | Number of Publication |
|------------|----------------------|
| Nil | 0 |

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

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

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

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

| NIL | NIL | NIL | Nill | 0 | 0 | NIL |
|-----|-----|-----|------|---|---|-----|

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

| Number of Faculty | International | National | State | Local |
|-------------------|--------------|----------|-------|-------|
| Attended/Seminars/Workshops | 0 | 4 | 0 | 0 |
| Presented papers | 0 | 4 | 0 | 0 |
| Resource persons | 0 | 0 | 2 | 0 |

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## 3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|-------------------------|-----------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| Play and Learn | Government Primary School ,HSR Layout | 2 | 25 |
| Agara Lake Cleaning | NSS | 2 | 45 |
| World Environment Day | NSS | 2 | 65 |
| Blood Donation | Rotary ClubTTK Group | 2 | 208 |

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

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|----------------------|-------------------|-----------------|------------------------------|
| Play and Learn | Letter of Appreciation /Recognition | Government Primary School ,HSR Layout | 100 |
| Blood Donation | Recognition | Rotary ClubTTK Group | 0 |
| Pulse Polio | Recognition | Agara Government Hospital | 135 |

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

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
|--------------------|---------------------------------------------|----------------------|---------------------------------------------------|---------------------------------------------------|
| NSS | TOCBM | Pulse Polio | 2 | 135 |

| NSS | TOCBM | Gender issue | 2 | 150 |
| NSS | TOCBM | Swatch Bharat | 2 | 70 |

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## 3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| 0 | 0 | 0 | 0 |

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

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|---|---|---|---|---|
| Internship training | NA | Campus.technology | 01/08/2019 | 31/12/2019 | Students |

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

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| Campus Technology | 12/03/2019 | Internship | 83 |

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 5 | 14.81 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Campus Area | Existing |
| Class rooms | Existing |
| Laboratories | Existing |
| Seminar Halls | Existing |
| Classrooms with LCD facilities | Existing |
| Classrooms with Wi-Fi OR LAN | Existing |
| Seminar halls with ICT facilities | Existing |
| Video Centre | Existing |

| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Newly Added |
|---|---|
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## 4.2 – Library as a Learning Resource

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

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| Libsoft | Fully | 10.5.0 | 2017 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 14441 | 3170055 | 322 | 102959 | 14763 | 3273014 |
| Reference Books | 2458 | 868376 | 18 | 11067 | 2476 | 879443 |
| e-Books | 0 | 0 | 3134009 | 0 | 3134009 | 0 |
| Journals | 28 | 71087 | 0 | 79336 | 28 | 150423 |
| e-Journals | 1060 | 272572 | 8119 | 66198 | 9179 | 338770 |
| Digital Database | 3 | 284079 | 1 | 66198 | 4 | 350277 |
| Library Automation | 1 | 52570 | 0 | 14000 | 1 | 66570 |
| No file uploaded. | | | | | | |

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

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| Dr Sweta Bhasin | Gap model | LMS by E Paathsala | 26/12/2019 |
| Dr S Chitradevi | Accounting for managerial decision | LMS by EPaathsala | 27/12/2019 |
| Dr. ArpanaMutual funds D | Mutual Funds | LMS by EPaathsala | 27/12/2019 |
| Dr. Swapna H R | tHE fACTORIES aCT 1948 | LMS by EPaathsala | 27/12/2019 |
| No file uploaded. | | | |

## 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 400 | 3 | 8 | 3 | 3 | 10 | 25 | 60 | 365 |
| Added | 0 | 0 | 52 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 400 | 3 | 60 | 3 | 3 | 10 | 25 | 60 | 365 |

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

**60 MBPS/ GBPS**

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| **Libraray, The Oxford College of Business Management** | http://www.theoxford.edu/business_management/iqac.htm |

## 4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilites |
|---|---|---|---|
| **20** | **18.1** | **40** | **37.1** |

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

The institution obtains the necessary requirements of class rooms, laboratories and other infrastructural resources from each HOD well before the beginning of the academic year. After validation of the requirements in IQAC the available resources are allocated to each department. Right from its inception in the year, the college has been improving its infrastructure to meet its ever increasing growth.For maintenance and support The Institution has a fully functional Maintenance Department with adequate staff consisting of a team of System Administrators, Security Personnel, Electricians, Carpenters, Plumbers and other personnel who provide round the clock maintenance service. The Institution has Housekeeping staff that are allocated different tasks and territories for upkeep and maintenance on a daily basis. A record of the work allocation and completion is maintained for reference. A team of Attenders are permanently employed with the Institution and they have the specific responsibility of the upkeep and maintenance of classrooms and staff rooms, seminar halls, auditorium, labs, library, offices, administrative wings such as admission, accounts, control rooms, fee collection centers, placement center, corridors and lifts. The Institution has full time staff for repair and maintenance of infrastructure facilities, ICT facilities. The staff also takes care of service for electrical and electronic equipment s. The maintenance section has Additionally many departments like maintenance and repairs of air conditioners in auditorium, class rooms seminar halls the Institution has annual maintain contract with the company. The Institution also has AMC for repair and maintenance of lifts and all air conditioners in the campus. computer in computer lab dedicated technicians on a regular basis. To improve the physical ambiance of the campus, several initiatives are taken.from time to time. Some of these are: Periodic painting and white washing of building and labs. Skilled people to maintain the lawns and upkeep of plants. Adequate housekeeping staff for general cleaning and cleaning of rest rooms supervised by a supervisor appointed by a company called Adept…. The power generation by

http://www.theoxford.edu/business_management/learning-resources.htm

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

|  | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial Support from institution | endowment | 6 | 152000 |
| Financial Support from Other Sources |  |  |  |
| a) National | OBC | 269 | 1245880 |
| b)International | 00 | 0 | 0 |

View File

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

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| SOFT SKILL DEVELOPMENT | 08/04/2019 | 347 | CAMPUS TECHNOLOGY |
| LANGUAGE LAB | 03/05/2019 | 240 | CAMPUS TECHNOLOGY |
| remedial coaching | 24/06/2019 | 132 | oxford college of business management |
| bridge courses | 16/09/2019 | 280 | oxford college of business management |

View File

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

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
| 2019 | PLATFORM FOR PRACTICING FOR COMPETETIVE EXAMINATIONS | 322 | 322 | 0 | 0 |

View File

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

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---|---|---|

| 2 | 2 | 15 |
| --- | --- | --- |

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
| --- | --- | --- | --- | --- | --- |
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| concentrix | 250 | 55 | ultratech, resourcepro, icic prudential.. | 521 | 64 |
| View File | | | | | |

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

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
| --- | --- | --- | --- | --- | --- |
| 2019 | 118 | UG | b.com/bba | attached in excel | masters |
| View File | | | | | |

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

| Items | Number of students selected/ qualifying |
| --- | --- |
| TOFEL | 1 |
| No file uploaded. | |

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
| --- | --- | --- |
| Patriotic Day | college | 280 |
| e mela | college | 322 |
| gandhi jayanthi | college | 120 |
| onam | college | 180 |
| talents day | college | 190 |
| ganesh chaturti | college | 380 |
| cricket match | college | 220 |
| volleyball match | college | 60 |
| teachers day | college | 190 |
| View File | | |

## 5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
| --- | --- | --- | --- | --- | --- | --- |

| 2018 | 5th student olympic in ternationa l games 2019 | Internat ional | 1 | Nill | 17SLC26076 | Aashish K C |

View File

5.3.2 – Activity of Student Council &amp; representation of students on academic &amp; administrative bodies/committees of the institution (maximum 500 words)

The purpose of the student council is to give students an opportunity to develop strong leadership skills. The Oxford College of Business Management , give opportunities for student experience in leadership and encourages student faculty relations. The institution has an active student council at both UG and PG levels. Core council members are selected by Director, Dean Academics and class coordinators. The criteria for selection of the core council members were active participation in academic and extracurricular activities in the previous semesters. Responsibilities of the student council include conduct of academic events like turn coat, debate,best business plan, public speaking, Ensuring regular attendance of students, Maintaining discipline with respect to dress code, mobile phone usage, harmony in corridors,conducting regular events in college etc Investiture ceremony was held on November 8 /2019. Each core members were given their badges by the Director during the interaction between Juniors and seniors. The various committees under the student council are sports, entrepreneurship, media and communication, discipline, cultural, sports, academics,library,IQAC. In addition to the above mentioned responsibilities the student council acts as the voice of the student body. President: Nikhil raj. J Vice president: Tasmiya s.k and Somshekhar Secretary: Rubiya. M and Aboobakar Joint secretary: Pooja. P.s and Yeshwanth Treasurer: Kishor reddy and Dhananjay

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

450

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

60000

5.4.4 – Meetings/activities organized by Alumni Association :

The Oxford college of Business management has an alumni association formed by all the ex students. Alumni meet is being organised by the alumni association every year to help the current students get an opportunity to interact with the alumni of the institution.The association possesses a large pool of talented individuals, who have made a name for themselves in diverse areas of specialization . During the meet, the alumni community shares their experience in the corporate world, especially the challenges they have faced in finding their first job and ways of growing up the career ladder. They assist the students as mentors helping them to choose the right career path. The alumni meet has also helped the student community in placements. the alumni contributes to the institution growth by being the resource persons in workshops and seminars for the students.

# CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 – Institutional Vision and Leadership

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

The Institution follows policy of Decentralization and encourages Participative Management in its day today activities. The governing body involves management representative and academic council member, principal, heads of the departments. The governing council delegates the academic and nonacademic decisions. The Principal and chairman of IQAC is assisted by four deans Dean Academics, Dean Administration Examination and Human Resource. The head of the Institution is both academic and administrative head. He is accountable for achieving excellence in the College. He is appropriately empowered and has autonomy to achieve the objectives. He acts as a bridge between management and faculty and nonteaching staff. He is assisted by Head of Departments along with Dean Academics manage day today academic activities of the departments and keep a regular track of cocurricular and Extracurricular activities of the college. The Principal and Chairman of IQAC is assisted by four deans Dean Academics, Dean administration, Examination and Human Resource. The head of the Institution is both academic and administrative head. He is accountable for achieving excellence in the college. He is appropriately empowered and has autonomy to achieve the objectives. He acts as a bridge between management, faculty and nonteaching staff. Other units of the college like sports, library, accounts and admission departments have operational autonomy under the guidance of Principal/HOD/Deans/Committees. Students are involved in various decision making processes especially student centric activities through student council. Student council will take advice from Principal, HOD and Dean Academics. There are two departments (UGPG) headed by Dean Academics for PG and Head of the department for UG. The Dean Academics and HOD are assisted by Faculty class coordinators for each section and student class representatives of each class. For smooth functioning of academic activities management, Regularly reviews the function of the institution and appropriately interact with principal/stakeholders for institutional excellence. • IQAC Chairman is assisted by IQAC coordinator and various committees at institutional level and departmental level and are responsible for planning and executing many operational procedures in the institution. • The institution firmly believes that achievement of quality is every employee's prerogative and everyone in the institution has a stake in contributing towards achievement of excellence. • Every employee at all levels has an opportunity to contribute his/her innovative ideas leading to improved processes and hence high quality results.

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

Yes

## 6.2 – Strategy Development and Deployment

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

| Strategy Type | Details |
| --- | --- |
| Curriculum Development | The Oxford College of Business Management is a College affiliated to Bangalore University, and follows the curriculum scheme and syllabus of the university. In addition to the curriculum many activities and programs like certification programs, workshops, guest lectures, industrial visits, field visits, Business roundups, Emela, |

| | | seminars and symposium are organized from time to time to enable them to embellish their knowledge and skills. The syllabus is a blend of varied subjects such as entrepreneurship development, ethics, cultural diversity, organizational culture, Indian constitution and Labor Laws. The curriculum is designed and mapped by the university however we fine tune it as per the industry standards and students' overall performance development |
| --- | --- | --- |
| | Teaching and Learning | ? Preparation of Lesson Plans for every subject before the commencement of the semester. ? Maintaining work diary which captures the toppers and activities conducted in the class. ? Strengthening Usage of ICT in teaching and learning ? Adoption of student centric methods for teaching ? Improve teachinglearning process by adopting outcome based education. ? Deputation of faculty and students for workshops, seminars and conferences. Certification programs and Value addition programs to enrich the learning experience of students ? Examination and Evaluation |
| | Library, ICT and Physical Infrastructure / Instrumentation | • The institution has digital class rooms(smart classrooms) and digital seminar halls. The seminar hall is completely equipped with Audio and video facilities. and Wifi connectivity. • The library at The Oxford College of Business Management is fully computerized and automated. • The Oxford College of Business Management updates its IT facility regularly. • The library has subscribed to DELNET ,Online journals EBSCO, JGATE, eShodh Ganga, eShodh Sindhu. • Increase of the internet bandwidth from 8 mbps to 60 mbps through Telexair broadband and lease line to facilitate academic and research work. • A new firewall with latest security settings and advanced version Sonic wall TZ 600 firewall is installed. • Student apps for power point presentations and other materials through MIS ,Campus technology |
| | Examination and Evaluation | At the Oxford College of Business Management we follow the Bangalore university curriculum for conduct of Internal and External Examination . At the beginning of the semester the academic calendar is charted based on |

| | |
|---|---|
| | the university guidelines. Every semester has two internal Assessment test which is scheduled as per Academic calendar. The internal Assessment test is managed internally in the college premises. The Dean Examination shall announce the examination Schedule in the notice board. Accordingly the question papers are prepared by the concerned faculty in the departments. The Question papers are Xeroxed one week in advance and kept in safe lock. The invigilators schedule is also drawn by the Dean examination. Students are allotted rooms to write Internal Assessment Test. The internal Assessment test is conducted for 2 hours for 50 marks and in some cases 40 marks . The internal Assessment test papers are later evaluated by the concerned faculty and the final marks are submitted to Dean Examination. The students are allotted 30 marks by the Bangalore University for Internal Assessment. 20 marks are allotted to Internal Assessment test and 10 marks for Seminar presentation and Attendance. Generally all subject Faculty are advised to have Question Banks in their area of Expertise so that the question banks shall be circulated to the Students concerned. External Examination: The Final Semester Examination are conducted by the Bangalore university. The Invigilation Schedule is drawn by the Dean examination. The answer scripts are the sent to Bangalore University immediately after the Examination by the Chief Superintendent. The results are announced by the Bangalore university at later Dates. |
| Research and Development | Research and Development Cell promotes Research and Development in the institute. The cell includes faculty, academicians and researchers. The cell meets once in a fortnight and delivers guidelines for quality improvement in the area of research. The institute motivates the faculty to undertake research project. Faculty members are encouraged to attend and present papers in conferences in India and abroad.Incentives are given to to faculty who have published papers in National and International Journals.Faculty members have published 16 articles this year. The institution |

| | |
|---|---|
| | motivates the students to undertake complex Industry projects |
| Human Resource Management | ? The institution has a well defined HR policy which allows the institution to recruit, assess, and improve the impact on the learning process. The institution ensures quality delivery of lectures by highly qualified and experienced faculty. Regular faculty development programs are conducted to improve faculty motivation and upgrade their skill sets. Through these FDP's faculty are trained to be effective mentors and career advisors to student community. A formal approval process is in place to monitor the quality of lectures delivered by the teachers and thereby tracks students' satisfaction level. The faculty schedules are mapped in such a way that certain quality time is being imparted for students overall development. |
| Industry Interaction / Collaboration | ? The industry academia interaction is a permanent feature of the teaching learning policy of our college. We regularly conduct workshops and guest lecturers from Industry experts in order to give inputs to the students. College has arranged industrial visits for the students with companies like TVS Motors, Nandini dairy, Toyota, Coca cola to broaden real life experience of the students. Value added and enrichment programs were organized to provide contemporary knowledge to our students. Our preplacement training program helps in preparing the students for campus interviews. We conduct certification programs to enhance the knowledge and skills in areas like Entrepreneurship, Excel , Communication ,soft skills. Students were taken for Field visit to Stock market Institute and other places. Students undertake internship and project work for their PG Course. Institution invites experienced Alumni on a regular basis for interaction with the students which help the students in knowing about the Industry standards and changes. Entrepreneurship activities like Business plan, Emela were conducted to inculcate entrepreneurial skills among the students. |
| Admission of Students | Admission of students is made as per norms of Bangalore University. Admissions of the college are taken |

care by admission team .For UG admissions for all the programs. Institute admits students by having common admission process of the Institution. The PG admissions take place based on the criteria of Entrance examination conducted by MAT, KMAT. For PGCET students an entrance examination is conducted by the university. Strict norms based on Roaster System for different categories of students are followed by the institution.

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

| E-governace area | Details |
| --- | --- |
| Student Admission and Support | BB soft,Tally software |
| Examination | campus.technology |
| Planning and Development | campus.technology |
| Administration | campus.technology |
| Finance and Accounts | BB soft,Tally software |

## 6.3 – Faculty Empowerment Strategies

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

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
| --- | --- | --- | --- | --- |
| 2019 | Dr. Sweta Bhasin Dr. Chitradevi | The international Conference on healthcare technology and management | Vivekananda college of arts and sciences for women | 3000 |
| 2019 | Dr. Sweta Bhasin Dr. S. Chitradevi | National conference on IndiaPakistan a futuristic trade and economic relations | Vivekananda college of arts and sciences for women | 3000 |
| 2019 | Dr. Swapna H.R | The Education Growth Summit | Jain Group of Institutions | 2000 |
| 2019 | Dr. Roshni James Dr. Kalavathy K.S. | workshop on teaching the Digital natives | Amity Business School Indian Institute of Science | 2500 |
| 2019 | Anuradha H.N | Interntional conference on Innovative strategies for Technological | Indian Institute of Science | 1000 |

| 2019 | Kumar N1500 | Workshop on Business Taxation | M.E.S college of Arts, commerce and Science | 1500 |
| 2019 | Kumar N | workshop on Custom duty and GST | Bangalore university TCCM IAA | 1500 |
| No file uploaded. | | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
| --- | --- | --- | --- | --- | --- | --- |
| 2019 | FDP on IFRS | NA | 22/02/2019 | 22/02/2019 | 41 | 0 |
| 2019 | NA | personality development program for support staff | 10/04/2019 | 11/04/2019 | 0 | 32 |
| 2019 | NA | Training program on MS Excel basics for support staff8 | 08/07/2019 | 09/07/2019 | 0 | 32 |
| 2019 | Faculty Development Program on Research paper writing | NA | 11/11/2019 | 11/11/2019 | 41 | 0 |
| 2019 | NA | Training program on Online fee payment | 22/11/2019 | 22/12/2019 | 0 | 10 |
| 2019 | Faculty development program on ICT teaching and | NA | 02/12/2019 | 03/12/2019 | 41 | 0 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | learning techniques | | | | | | |
| 2019 | Faculty development program on Enhancement of Research skills. | NA | 24/01/2019 | 25/01/2019 | | 41 | 0 |

**No file uploaded.**

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---|---|---|---|
| Modern Accounting Issues and Challenges | 1 | 09/02/2019 | 09/02/2019 | 1 |
| Faculty development program on IFRS | 41 | 22/02/2019 | 22/02/2019 | 1 |
| Workshop on Customs duty and GST | 1 | 23/03/2019 | 23/03/2019 | 1 |
| Faculty development program on Enhancement of Research skills. | 41 | 24/01/2019 | 25/01/2019 | 2 |
| International Conference on Innovative strategies for technological managerial transformation | 1 | 21/02/2019 | 22/02/2019 | 2 |
| One day faculty development program on Mergers Acquisitions | 1 | 24/10/2019 | 24/10/2019 | 1 |
| Faculty development program on research paper writing | 41 | 11/11/2019 | 11/11/2019 | 1 |
| FDP on ICT teaching and learning | 41 | 02/12/2019 | 03/12/2019 | 2 |

| | | | | |
|---|---|---|---|---|
| **techniques** | | | | |

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| **23** | **23** | **13** | **13** |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| **free dental checkup, free medical and health facility, school facility for employee children, contributory provident funds,Concession for employee children at The Oxford Institution. Canteen at the subsidized rates. Sabbatical leave for employees for pursuing Ph.D. Incentives and rewards for faculties who publish research articles in national and international journals. Maternity leave for women employee** | **Free Bus facility for employees. Free Dental checkup. Free medical and health checkup facility. School facility for employee children. Contributory provident fund facility. Staff quarters for few employees. Concession for employee children at The Oxford Institution. ESI facility for Nonteaching staff. Canteen at the subsidized rates. Free uniforms for bus drivers and security personnel. Maternity leave for women employees.** | **50 concession for a topper student in 1st year undergraduate programme. Full concession for a topper student in 2nd year undergraduate programme. Financial rewards for toppers in all courses. Scholarship facility for rank holders. Free medical and health checkup facility. Pick up and drop facility for hostel students Midday lunch made available at college premises for hostel students.** |

## 6.4 – Financial Management and Resource Mobilization

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

**• The institution maintains two different Accounts statements for undergraduate and postgraduate courses.. The Institution regularly conducts both internal and external financial audit every year. The Internal Audit is conducted during the first half of the financial year by a team of qualified leading accountants permanently appointed by the Institution. • External audit is done every year by a certified Chartered Accountant S. Venkatesan M.No.9676.**

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|---|---|---|
| **Mr. K.P. Venkatappa** | **42000** | **Research activity** |

**No file uploaded.**

6.4.3 – Total corpus fund generated

| |
|---|
| **2300000** |

## 6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |

| Academic | Yes | campus.techno logy | Yes | IQAC |
| Administrative | Yes | campus.techno logy | Yes | IQAC/Governing Council |

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

Providing valuable suggestion for development of the institution. Pointing out the weaknesses of the college related Departments and suggesting rectification. Communicating views which the students feel shy to communicate directly to the teachers about the college and the department.

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

Regular Staff meetings to address their need and upgrade their skills are conducted. Personality development programs organized for support staff Training on Online fee payment Training program for basics of MS Excel for support staff

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

Introduction of skill/capability enhancement certificate courses. Introduction of lecture capturing system. Further enhancement of learning management system Further strengthening of activities for Industry Academia interaction Empowering the faculty with .research skills through Faculty development program on Research paper Writing

**6.5.5 – Internal Quality Assurance System Details**

| a) Submission of Data for AISHE portal | Yes |
| b)Participation in NIRF | No |
| c)ISO certification | No |
| d)NBA or any other quality audit | Yes |

**6.5.6 – Number of Quality Initiatives undertaken during the year**

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|------|------|------|------|------|
| 2018 | Certificat ion program on MS powerpoint | 19/09/2018 | 19/09/2018 | 27/09/2018 | 155 |
| 2018 | Certificat ion on MS word | 03/10/2018 | 03/10/2018 | 11/10/2018 | 287 |
| 2018 | Value added program on Stress management | 10/11/2018 | 10/11/2018 | 10/11/2018 | 154 |
| 2018 | Certificat ion Program on Ms Excel part 1 | 22/05/2019 | 22/05/2019 | 28/05/2019 | 150 |
| 2019 | Workshop on Entrepren | 17/10/2019 | 17/10/2019 | 17/10/2019 | 128 |

| 2019 | E mela | 23/10/2019 | 23/10/2019 | 23/10/2019 | 322 |
| 2019 | Value added program on conflict Management | 05/11/2019 | 05/11/2019 | 05/11/2019 | 120 |
| 2019 | management activity | 04/11/2019 | 04/11/2019 | 08/11/2019 | 329 |
| 2019 | Faculty development program on research paper writing | 11/11/2019 | 11/11/2019 | 11/12/2019 | 46 |
| 2019 | Certification program on MS Excel Part 2 | 02/12/2019 | 02/12/2019 | 12/12/2019 | 145 |

[View File](#)

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

| Title of the programme | Period from | Period To | Number of Participants | |
| --- | --- | --- | --- | --- |
| | | | Female | Male |
| Suraksha | 16/08/2019 | 16/08/2019 | 174 | 0 |
| Project Pavithra | 12/09/2019 | 12/09/2019 | 182 | 0 |

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

| Percentage of power requirement of the University met by the renewable energy sources |
| --- |
| NA |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
| --- | --- | --- |
| Physical facilities | Yes | 0 |
| Provision for lift | Yes | 0 |
| Ramp/Rails | Yes | 0 |
| Braille Software/facilities | Yes | 0 |
| Rest Rooms | Yes | 0 |
| Scribes for examination | Yes | 0 |

7.1.4 – Inclusion and Situatedness

| Year | Number of | Number of | Date | Duration | Name of | Issues | Number of |
| --- | --- | --- | --- | --- | --- | --- | --- |

| | initiatives to address locational advantages and disadva ntages | initiatives taken to engage with and contribute to local community | | | initiative | addressed | participating students and staff |
|---|---|---|---|---|---|---|---|
| 2019 | 1 | 1 | 23/08/2 019 | 1 | Cleanli ness Drive | Swachh Bharath | 45 |
| 2019 | 1 | 1 | 12/09/2 019 | 1 | Health Awareness Health Awareness | Health Awareness | 170 |
| 2019 | 1 | 1 | 21/06/2 019 | 1 | Interna tional Yoga Day | Interna tional Yoga Day1 | 140 |
| 2019 | 1 | 1 | 11/04/2 019 | 1 | water h arvesting | Awareness on water Harvestin g | 112 |
| 2019 | 1 | 1 | 20/09/2 019 | 1 | Blood Donation camp | Awareness of Saving Blood | 208 |
| 2019 | 1 | 1 | 05/06/2 019 | 1 | environ ment awareness | Green E nvironmen t | 65 |
| **No file uploaded.** | | | | | | | |

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

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| Code of Conduct handbook for Various Stake holders | 31/05/2019 | Every new batch is given a Diary with includes a Calendar and a Code of Conduct Handbook. The Code of conduct hand book contains rules and regulations for Students and other Stake holders. The code of Conduct for Students adheres to the timings of College, Attendance requirements,Dress code, Discipline to be followed in College. the code of conduct for faculty describes their roles and responsibility in college. The role of Faculty towards students. |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| Gandhian Study centre Initiated | 02/10/2019 | 31/12/2019 | 250 |

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

Initaitives taken by the Institution to make the campus eco friendly • Plastic free Campus • Waste Segregation initiatives • Water harvesting Technology • Biodiversity initiatives • Awarenesss on Green Environment on Environment related days

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices in the Institutions: Practice 1: 1. Title of the practice The Oxford College of Business Management use ICT tools that add value to the quality of education and uses ICT (Campus technology) for teaching and learning purpose. 2. The context that required the initiation of the practice (100 – 120 words) The Oxford College of Business management required to use ICT to enhance the quality of education and to improve the teaching -learning Process. It also empowers the learning process of the students. 3. Objectives of the practice (50 – 60 words) • To strengthen the teaching learning process. • To ensure equity between all learners by providing appropriate qualitative and quantitative opportunities to overcome social and learning disadvantages. • To facilitate better communication between the learners there by promoting greater social understanding and Harmony. • To prepare students to participate in rapidly changing world in which activities are increasingly transformed by access to developed technology 4. The Practice (250 – 300 words) The MIS used here helps to assign the subjects to faculty and also create COs and POs. It further enables them to map the COs and POs through the MIS system. The faculty is assigned with their user login where individual faculty shall be allotted the subjects and he/she shall create his/ her CO s and POs for her respective subjects. The Concerned faculty shall then map the internal Assessment test papers to their respective COs and POs and internal Marks are entered. Through this process the faculty is aware about the CO attainment and PO attainment. The MIS is very user friendly. 5. Obstacles faced if any and strategies adopted to overcome them (150 – 200 words) The students and faculty initially were showing some kind of resistance when it was introduced but later on they became very user friendly. It is very handy to have all the information in one Platform. Proper training was provided by the campus technology personnel on the usage of the System. It made it very user friendly by using it couple of times. 6. Impact of the practice (100 – 120 words) The faculty uses the MIS for lecturing capturing system that is the concerned faculty shall upload their lectures online. This shall enable the students to recapture the classes. It helps in the reinforcement of learning process. The Main benefits of using ICT in the classroom. • Improves engagement. • Improves knowledge retention. • Encourages individual learning. • Encourages collaboration. • Students can learn useful life skills through technology. • Benefits for teachers. The students are aware about their attendance through the MIS portal. 7. Resources required: The resources required for ICT teaching and Learning are LCD, Audio/video recording facilities, econtent development facilities 8. About the Institution i. Name of the Institution : The Oxford College of Business Management ii. Year of Accreditation : 2018 iii. Address : No 32, 17Th B Main, Sector 4, HSR Layout, Bangalore 560 102 iv. Grade awarded by NAAC : B Practice 2: The context that required the initiation of the practice (100 – 120 words) In order to make the students competent to handle the requisites of the workplace and society, he/she need to possess certain skills other than the

academic knowledge. It is in this context The Oxford College of Business Management came up with the STUDENTS COUNCIL approach. Through STUDENTS COUNCIL approach we ensure that our students are capable of planning and implement a project or a program with utmost perfection. All events of the college are organized by STUDENTS COUNCIL . All the students of the college become part of the STUDENTS COUNCIL process. Objectives of the practice (50 – 60 words) ? To enable a student to evolve, implement, evaluate and document a programme. ? To provide students a holistic understanding of how to design and implement various activities. ? To enable students to learn leadership, team work and administrative and Organising Skills The Practice (250 – 300 words) • The college has different flagship programmes –Kannada Rajyotsava, Onam, Navaratri, Cultural Day, Sports Day, NSS Camp and Graduation Day. In addition to this, the college has also organized big events like Swach Bharath programme etc. Each department also organizes a number of programmes like seminars, conferences, field work visits ,industrial visits fests etc. Every programme organized by the STUDENTS COUNCIL. • Planning: Every programme begins with a planning and meeting where all students come together. HOD,s ,Dean Academics and Staff incharges are involved in the planning meeting. The first session involves choosing of leaders and work division. Two leaders Coordinator and Assistant Coordinator are chosen first by the students and by faculty. The students are then divided into various committees, based on the requirements of the programme namely Programme, Registration, Food, Travel and Accommodation, Decoration and Hall Arrangement, Discipline and Documentation. Members for these committees are also chosen. Within the subcommittees, the roles and responsibilities are divided and budget prepared. This is then documented. • Implementation: The subcommittees coordinated by the Coordinators(faculty and Student) implement the programme. • Monitoring: is done by the Coordinators , HOD's and Dean Academics assisted by staffincharges. • Reporting: The Documentation committee reports every incident from planning to evaluation and hands over the report of the whole programme to IQAC. There is a practice where staffsincharge refer previous reports to organize future programmes more effectively and efficiently. Obstacles faced if any and strategies adopted to overcome them ? All students of the college are involved in STUDENTS COUNCIL. That is, Some STUDENTS COUNCIL events may bring together approximately all students. Ensuring full student participation by charting proper work division and preventing loafing is a challenge. Staffsincharges try to intervene in this process and help committees prepare effective plans. ? Students are given free access to use various resources of the college during programme implementation. Often after implementation the students become relaxed and dispatch and turn up only at evaluation. Post event management was introduced to ensure that each committee cleans up after an event and ties up all loose ends. ? Some students tend to opt for one kind of committee consistently e.g. documentation or food etc. Every effort is taken that students are exposed to different types of committees. Impact of the practice (100 – 120 words) STUDENTS COUNCIL approach is adopted for every single programme in The Oxford College of Business Management and every single student of the college becomes part of it. Hence our students get an exposure on this approach for three years. This exposure results in mastering all the elements that is endorsed in STUDENTS COUNCIL approach. They also became well equipped to coordinate different aspects of a programme and it helps them to inculcate leadership and team work skills.

| Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link |
| --- |
| http://www.theoxford.edu/business_management/iqac/Best%20Practices%20of%20the%20Institution.pdf |

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and

thrust in not more than 500 words

The institution has effectively integrated student centric methods into the teaching curriculum to empower the students with the necessary skills and enables continuous learning. The faculty play the role of facilitators in the process of various learning activities like seminar presentation, Simulation exercises, Business games, Role play, Case studies and projects. This has resulted in delivery of excellent quality education which is reflected in excellent placements. The college organizes many certification programs, value added programs/ enrichment programs to sharpen the skills of the students and equip them to face the realities of the industry. The college familiarizes the students to the culture, the program and specific subjects through bridge courses and orientation programs. These activities enable the students to comprehend the realities of the corporate world better. The institution takes initiative in imparting pre placement training for III and IV semester students which helps them in better performance in placements. Teachers are provided opportunities to update their knowledge by attending refresher programs and faculty development programs. They are encouraged to hone their research skills by presenting papers in seminars/ conferences and publishing in reputed journals. The E subscription repository is a valuable resource for achieving the same.

Provide the weblink of the institution

http://www.theoxfordbusinessmanagement.org

## 8.Future Plans of Actions for Next Academic Year

The future plans of Action for next Academic year is 1. To further Strengthen the ICT 2. To create an Incubation Centre for Social sciences projects 3. To have more industry academic interface so that there is more corporate participation in academics. 4. To implant Lecture captivating system in the institution.