



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

|  |   |   |
|--|---|---|
| <b>1.Name of the Institution</b>                     |   | <b>Dayananda Sagar Business Academy</b> |
| • Name of the Head of the institution                | <b>Dr. (Brig) Sandes</b>  |   |
| • Designation  | <b>Principal</b>  |   |
| • Does the institution function from its own campus? | <b>Yes</b>  |   |
| • Phone no./Alternate phone no.                      | <b>9108025270</b>   |   |
| • Mobile No:   | <b>9886261201</b>   |   |
| • Registered e-mail                                  | <b>dean@dsba.edu.in</b>   |   |
| • Alternate e-mail                                   | <b>principal@dsba.edu.in</b>  |   |
| • Address  | <b>Udayapura, Kanakapura Main Road,<br/>Opp Art of Living International<br/>Centre, Kananpura Main road</b> |   |
| • City/Town  | <b>Bangalore</b>  |   |
| • State/UT   | <b>Karnataka</b>  |   |
| • Pin Code   | <b>560082</b>   |   |
| <b>2.Institutional status</b>                        |   |   |
| • Type of Institution                                | <b>Co-education</b>   |   |
| • Location   | <b>Urban</b>  |   |
| • Financial Status                                   | <b>Self-financing</b>   |   |

|  |   |                |                             |               |             |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Name of the Affiliating University   | Bangalore University                                    |                |                             |               |             |
| • Name of the IQAC Coordinator   | Dr. Veena K N   |                |                             |               |             |
| • Phone No.  | 9886261201  |                |                             |               |             |
| • Alternate phone No.  | 9108025270  |                |                             |               |             |
| • Mobile   | 9886261201  |                |                             |               |             |
| • IQAC e-mail address  | iqac@dsba.edu.in  |                |                             |               |             |
| • Alternate e-mail address   | principal@dsba.edu.in                                   |                |                             |               |             |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>   | <a href="https://dsba.edu.in/">https://dsba.edu.in/</a> |                |                             |               |             |
| <b>4.Whether Academic Calendar prepared during the year?</b>   | Yes   |                |                             |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:  | <a href="#">No</a>                                      |                |                             |               |             |
| <b>5.Accreditation Details</b>   |   |                |                             |               |             |
| Cycle  | Grade   | CGPA           | Year of Accreditation       | Validity from | Validity to |
| Cycle 1  | B+  | 2.64           | 2021                        | 28/09/2021    | 27/09/2026  |
| <b>6.Date of Establishment of IQAC</b>   |   |                | 21/08/2017                  |               |             |
| <b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |   |                |                             |               |             |
| Institutional/Department /Faculty  | Scheme  | Funding Agency | Year of award with duration | Amount        |             |
| NIL  | Nil   | Nil            | Nil                         | NIL           |             |
| <b>8.Whether composition of IQAC as per latest NAAC guidelines</b>   |   |                | Yes                         |               |             |
| • Upload latest notification of formation of IQAC  |   |                | <a href="#">View File</a>   |               |             |
| <b>9.No. of IQAC meetings held during the year</b>   |   |                | 1                           |               |             |

|   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>  | <b>No</b>  |  |
| <ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>  | <a href="#">View File</a>  |  |
| <b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>  | <b>No</b>  |  |
| <ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>  |  |  |
| <b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>  |  |  |
| <p>IQAC prepared the application for participation in Times BBA School Survey 2021. DSBA is placed 17th among top 70 Institutions in India. Training Session on 'Using Google Class Room' 5th International Conference on "Survival and Sustenance of Business in Data Driven Digital Era" FDP and Workshop on "Branding and Web Development for Higher Education Institutions" Workshop on "SELF PITCH-Tips and Tricks" for Final year UG Students</p> |  |  |
| <b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>  |  |  |
| Plan of Action  | Achievements/Outcomes  |  |
| Preparation for NAAC Peer Team Visit  | All required documents for NAAC Peer Team Visit was Successfully updated |  |
| Orientation on Accreditation for Students and Faculty   | Orientation Sessions Successfully conducted                              |  |
| <b>13. Whether the AQAR was placed before statutory body?</b>   | <b>Yes</b>   |  |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>  |  |  |
| Name  | Date of meeting(s)   |  |
| Governing Council   | 23/11/2021   |  |

|   |                    |
|---|--------------------|
| <b>14. Whether institutional data submitted to AISHE</b>  |                    |
| Year  | Date of Submission |
| 2019  | 04/03/2020         |
| <b>15. Multidisciplinary / interdisciplinary</b>  |                    |
| <b>16. Academic bank of credits (ABC):</b>  |                    |
| <b>17. Skill development:</b>   |                    |
| <b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b> |                    |
| <b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>                                |                    |
| <b>20. Distance education/online education:</b>   |                    |

## Extended Profile

### 1. Programme

1.1 89

Number of courses offered by the institution across all programs during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

### 2. Student

2.1 532

Number of students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.2

150

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.3

165

Number of outgoing/ final year students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

### 3.Academic

3.1

25

Number of full time teachers during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

3.2

28

Number of Sanctioned posts during the year

| <b>Extended Profile</b>   |                           |
|---|---------------------------|
| <b>1.Programme</b>  |                           |
| 1.1<br>Number of courses offered by the institution across all programs during the year             | <b>89</b>                 |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>2.Student</b>  |                           |
| 2.1<br>Number of students during the year   | <b>532</b>                |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| 2.2<br>Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | <b>150</b>                |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| 2.3<br>Number of outgoing/ final year students during the year                                      | <b>165</b>                |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>3.Academic</b>   |                           |
| 3.1<br>Number of full time teachers during the year   | <b>25</b>                 |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |

| 3.2   | 28                        |
|---|---------------------------|
| Number of Sanctioned posts during the year                        |                           |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>4.Institution</b>  |                           |
| 4.1   | 18                        |
| Total number of Classrooms and Seminar halls                      |                           |
| 4.2   | 75.36                     |
| Total expenditure excluding salary during the year (INR in lakhs) |                           |
| 4.3   | 135                       |
| Total number of computers on campus for academic purposes         |                           |

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- **Yes.** Dayananda Sagar Business Academy plans and delivers curriculum and documents the same. The process of planning and delivery is based on university calendar of events.

Dayananda Sagar Business Academy is affiliated to Bangalore University and hence, follows the curriculum prescribed by the university, and the college does not have the liberty to develop and implement its own curriculum. Notwithstanding, efforts are made, within the limitations of the prescribed framework, to supplement the curriculum wherever deemed necessary.

#### Curriculum Planning

- During COVID pandemic period technology platforms like ZOOM / Google classroom / GoogleMeet were used to deliver courses online.
- Faculty designed the learning resources in advance and

shared it with students to help them learn and understand better.

- Prescribed curriculum / updates on the curriculum by the Bangalore University is received by the Head of Department. Same is discussed among Principal, Dean, HOD and faculty members.
- Upon receiving the Bangalore University's Calendar of events, the HOD makes the semester calendar of events for implementation. This includes the academic, co-curricular and extra-curricular activities planned for the semester.
- The course titles & syllabus are circulated & faculty's preference /choice of the courses is taken into consideration.
- Course allotment is done based on the faculty's choice, experience, qualification and Competence. HOD consults Principal/Dean and intimates the faculty about the course allotment.
- Faculty makes a lesson plan in the work diary for a period of sixteen weeks for the courses allotted to him/her.
- Session wise lesson plan for the course is uploaded on MyDSI portal, an e-governance platform developed and maintained by DSI.
- Faculty members are encouraged to attend orientation programs conducted by Bangalore University on CBCS Curriculum, to get themselves updated with the changes in the program outline, course syllabi and reference books for the course.
- Eminent academicians and industrial experts are invited during the semester to or deliver lectures on current trends related to curriculum.
- Certificate /Value added courses are chosen and offered to the students based on the current trends and relevance in the job -market.
- Meeting with industry experts in the form of Focused Group Discussion (FGD) to understand the industry needs is organised and planning for new courses and training modules to fill in curriculum gaps are undertaken.
- Recommendations to modify syllabus are conveyed to Bangalore University through question paper setters and evaluators.

#### Course Delivery

- Class engagement and daily activities are updated on MyDSI portal.
- Progress of lesson completion is monitored by



HOD/Dean/Principal.

- Syllabus completion reports are taken at the end of the 5th and 13th week. These are followed by the Internal examinations.
- Remedial classes are conducted for slow learners.
- Pedagogical tools like role play, presentations, peer discussion, case discussion are adopted by faculty to ensure active student participation.
- Industry visits/internship/Field projects add to student learning experience.
- Faculty are encouraged to attend and participate in conferences/ seminars/FDPs /BOE/BOS so as to increase effectiveness in their teaching.
- Bridge programme with an academic curriculum is offered to the first semester students before the commencement of the regular classes to prepare them for the intellectual challenges lying ahead.
- After the completion of the syllabi, feedback is taken from the students on faculty performance, course outcomes and content delivery.
- Once the end semester results are announced, result analysis is carried out and the curriculum outcomes are reviewed.

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | <a href="#">View File</a> |
| Link for Additional information     | Nil                       |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- Yes. DSBA prepares and adheres to the academic calendar in line with the university academic calendar.
- CIE is an integral component in the institute's academic calendar.
- The process of planning and implementing CIE is as explained below:
- Academic year starts as prescribed by Bangalore University. The university calendar for the academic year includes plans for academics and examination activities based on the

- available working/teaching days as per university norms.
- DSBA Academic calendar indicating Commencement of the semester, Last working day, Commencement of Examinations (theory and BCA practical) is prepared by HOD with the approval of Principal two weeks prior to the commencement of the semester and issued to Faculty and Students.
  - Academic calendar includes the conduct of Continuous Internal Evaluation (CIE).
  - The internal assessments tests for theory and lab are conducted as per the academic calendar.
  - DSBA conducts two internal examinations, scheduled around 6th and 14th week of the semester.
  - Quiz/case studies/class assignments/skill development activities/tests/home assignments/project group work/student presentations are regularly conducted throughout the semester by the respective faculty members to assess the students' learning.
  - The Institute conducts extra and co-curricular activities including fests and club activities in accordance with the schedule in the academic calendar which provides a platform for the students to organise, perform as well as improve their talents.
  - Students absenting themselves from college regularly and not maintaining 75% attendance in each course are forewarned by the class coordinators and if the issue persists, irregular students' parents are informed about their low attendance. In addition, Monthly attendance report is prepared and the students and parents are informed about the same.
  - The college mentoring program provides guidance, advice and assists students in making their college experience successful and satisfying. Students can meet their mentors whenever required; certain Saturdays are earmarked for mentoring
  - Students who have not been able to take the internal examinations due to various commitments/illness are given the test separately by the respective faculty members.
  - Parent Teacher Meeting is conducted after the first internal exam to review the student's attendance and the internal examination marks.
  - Low performers are identified and at the end of the semester, remedial classes are conducted to help them.
  - Before the close of the semester, all students are expected to answer Bangalore University question papers of the previous five years and get them corrected for errors if any. This ensures that the students are aware of the format

of the question paper and are ready for the semester end exams.

- Based on the academic tests conducted, assignments given; internal marks are calculated by subject faculty.
- The IA marks are uploaded in the university portal by the corresponding subject faculty before the University Examination.
- Students can appear for the university examination, only if he/she attains a minimum of 75 percentage attendance in each subject.

Internal Evaluation Parameter

Schedule Date as per the Academic Calendar

1st Internal Examination

6th week

Display of 1st Internal Marks

6/7 week

2nd Internal Examination

14th week

Display of 2nd Internal Marks

14/15 week

Assignment Submission / Evaluation

After completion of every Unit

Answering past 5 year BU question paper

14/15 week

Re-test after Remedial classes

After last working day

| File Description                     | Documents                 |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | <a href="#">View File</a> |
| Link for Additional information      | Nil                       |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**3**

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data**

**requirement for year: (As per Data Template)**

4

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

152

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

152

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

- **Yes. Academic delivery at DSBA includes cross-cutting issues along with the given curriculum.**
- **In addition to the courses mandated by the university issues on gender, environment, human values, culture, so on and so forth are integrated through seminars workshops and guest lectures.**

**Core courses prescribed by Bangalore University which address Gender, Environment and Sustainability, Human Values and Professional Ethics are as follows:-**

**Program**

Semester

Course

Remarks

BBA

II

- Organizational Behavior

Professional Ethics, human values

BBA

BBA and B Com

III

III

- Business Ethics
- Soft Skills for Business
- Science and Society

Professional Ethics, human values,

Environment and Sustainability

B Com

II

- Environment and Public Health

Environment and Sustainability

B Com

III

- Business Ethic
- Public Relation and Corporate Communication

Professional Ethics, human values

BCA

I

- Environment and Public Health

Environment and Sustainability

BCA

III

- Society, Culture and Diversity

human values

BBA, B.Com, BCA

IV

- Personality Development

Professional Ethics, human values

B.Com, BBA

VI

- Value Education
- Creativity and Innovation

human values

The institution organises various other activities which give students hands on experience on the above issues:-

1. Society Orientation: The college NSS/NCC team creates awareness among the people of surrounding villages on various issues. The Institution conducts many programs such as, blood donation camps, Social awareness programs & welfare services, computer awareness program for public, especially in rural areas, organizing rally on creating awareness on cleanliness, and volunteer services to schools and villages.

2. Human values: Community service, Visiting old age home, share a blanket, dental/Health check up, distribution of food to the poor, volunteering for flood relief etc.

3. Professional Ethics: Personal and professional standards of behavior expected as professionals are instilled in the students by enforcing discipline and motivating them to strive for Excellence, having an eye for details, Meeting the deadlines, developing Empathy and Compassion, being Trustworthy and Honest and having a Positive attitude.

4. Environment and sustainability: The NCC Cadets and NSS Volunteers take up social initiatives like Swachatha program, river rejuvenation program, tree plantation drive, rain water harvesting etc.

5. Guest Lectures: To drive home the point in the students about the importance of the burning issues related to the Nation, society, environment and its sustainability.

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | <a href="#">View File</a> |

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

89



| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Programme / Curriculum/ Syllabus of the courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses                    | No File Uploaded          |
| MoU's with relevant organizations for these courses, if any   | No File Uploaded          |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | <a href="#">View File</a> |

### 1.3.3 - Number of students undertaking project work/field work/ internships

232

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| URL for stakeholder feedback report  | <a href="#">View File</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | <a href="#">View File</a> |
| Any additional information(Upload)   | <a href="#">View File</a> |

**1.4.2 - Feedback process of the Institution may be classified as follows**

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

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| URL for feedback report           | Nil                       |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

300

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

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

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

150

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

- Yes. DSBA assesses and identifies slow and advanced learners during the first semester orientation program.
  - Assessment is conducted also through continuous internal evaluation (CIE)
  - Slow learners are given with bridge programs, remedial classes, peer-tutoring support system and mentoring process by the respective faculty.
  - Advanced learners are encouraged to participate in competitions at various levels, support slow learners via peer tutoring, organize and participate in various club activities. They participate in committees and thereby contribute to the betterment of overall student fraternity and institute's performance.
  - During Pandemic, student survey was conducted to assess the reach and effectiveness of online teaching. The Institution could identify students who were lagging behind compared to their peers. Special classes were engaged with an emphasis on the students who found difficulty with regular online teaching. This also ensured a better one to one interaction with the students.
- The institution assesses students based on:-
1. Marks scored in the qualifying examination and interaction during orientation programme
  2. Classroom participation
  3. Interaction and observation by course faculty
  4. Cumulative performance through CIE throughout the year
- In every semester course faculties ensure that industry experts and professionals from various fields address the students and prepare them for the challenges and expectations of the industry.
- You-tube videos, Ted-talks, BBC English learning site etc

are used to overcome the language acquisition difficulties, like stammering and diction thereby making learning more fun and effective.

- Keeping the requirements of slow learners in mind, Remedial classes are organized to clarify the doubts and re-inforce certain difficult concepts to improve the performances of slow learners. Previous years question papers are discussed in the remedial classes and students are encouraged to solve the model papers.
- Students are part of different management clubs and committees that cater to curricular, co-curricular and extra-curricular activities. This gives an opportunity to every student to excel and enrich themselves. The class coordinators and course faculty closely monitor them.

### Strategies for Advanced Learners

- The advanced learners, are encouraged to participate in case study competitions, inter collegiate competitions and paper presentations across various universities. Advanced learners are motivated to read beyond the syllabus; and are assisted by faculty in the process. They are also given opportunities to make presentations on industry relevant aspects to enrich their knowledge.
- Advance Learners are assisted in their academics which would enable them to secure university ranks and centum in various subjects by special guidance and time management skills.
- These students are guided to become Team Leaders and counsel their peers in "Peer-tutoring" sessions.

| File Description                  | Documents  |
|-----------------------------------|--|
| Link for additional Information   | <a href="https://dsba.edu.in/newseventsdetail.php?year=2020&amp;id=476&amp;desc=++Bridge+Program+on+Virtual+Mode+for+First+year+UG+Students+++">https://dsba.edu.in/newseventsdetail.php?year=2020&amp;id=476&amp;desc=++Bridge+Program+on+Virtual+Mode+for+First+year+UG+Students+++</a><br>± |
| Upload any additional information | <a href="#">View File</a>  |

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 532                | 25                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

- Yes. DSBA follows student-centric methods in teaching and learning processes.
- In addition to project work required as per curriculum, DSBA enhances entrepreneurial abilities, critical thinking and analysis, team spirit, negotiation skills so on and so forth, involve students in Market-Research and feasibility study, consumer-research, etc., for small scale start-ups and thereby enhance student learning.

Notwithstanding the pandemic, DSBA organised events such as:

- To enhance Problem solving and Critical thinking skill, Faculty and Students involvement in a Market potential survey for a Quick Service Restaurant.
- paper presentations by students, discussions, seminars, lectures etc., to make teaching-learning process student-centric.
- Skill Development Activity classes assist students in their presentations/projects.
- Club activities to involve students in various extra and co-curricular, inter/intra departmental, inter/intra-college events.
- Webinars by Eminent personalities from diverse fields are invited to address students in Seminars, ability development programmes, workshops and group Discussions.
- Research based group projects of academic as well as practical importance are assigned to the students which helps them in reflective thinking, problem solving and to logically analyse associated curriculum.

Participative Learning:

- Through club activities, International conference and Seminars, DSBA nurtures the myriad talents of students and allows their creative selves to blossom. Amongst students.

- Centre for Innovative Leadership and Centre for Career Progression conducts various career oriented and leadership programmes to prepare students for professional needs.
- Academic Curriculum of the University encourages student centric learning approach by including ICT and media usage during lectures and classes, workshops, Field trips, add on courses, seminars, competitions etc.
- E-business, Tally, Financial modelling, CorelDraw, Python and MS Office etc. ensure the students are industry ready. Business-lab activities and virtual trading sessions ensures participative learning.

### Problem Solving Methodologies

- The activities like brain storming session, issues reflecting on crises management and product launch etc. help students to widen their thinking capabilities under extreme time constraint.
- Students' involvement in the minor projects empower them to think critically and analytically to come up with alternate solutions.
- Regular assignments, class tests, unit tests and quizzes reinforce the level of understanding and ensures competitive spirit among students.
- Students learn problem solving techniques while coordinating various events through the academic years
- To inculcate critical thinking among students group discussions and debates are organized in which students explore new ideas and enhance their performance level as well as find answers to problems which are posed to them.

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| Link for additional information   | <a href="https://dsba.edu.in/naac/uploads/12-Mar-2022-11-16-16-AM-369-f700db.pdf">https://dsba.edu.in/naac/uploads/12-Mar-2022-11-16-16-AM-369-f700db.pdf</a> |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- Yes, to ensure seamless delivery of teaching learning process, at DSBA, Wi-Fi facility is made available and faculty use technology (ICT) for effective teaching and

learning processes.

- During the pandemic teaching sessions were conducted through licenced Zoom platform and internal exams through Google classroom and Google meet. Google classrooms are used by faculty to conduct tests and monitor assignments.
- In-house ERP system [www.MyDSI.Org](http://www.MyDSI.Org) facilitates faculty to record and share course notes on the platform. Lesson plan, Time Table, Internal assessment schedule , student attendance, student internal assessment record are maintained through ERP.
- student feedback sessions, parents teachers meeting and feedback sessions were seamlessly conducted through online platforms.

Hybrid model of teaching through online and offline , using audio visual resources for explaining various concepts and application, conducting students presentation and discussion in online platforms are integral part teaching learning process.

The seminar Halls are fully equipped with acoustically designed PLUG and PLAY facility to give enriching learning experience for stake holders during guest lectures, seminars and student club/Forum activities etc. A state of Art Auditorium with cutting edge technology is in the finishing stages.

| File Description  | Documents   |
|---|---|
| Upload any additional information   | <a href="#">View File</a>   |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="https://dsba.edu.in/naac/uploads/17-Mar-2022-12-56-15-PM-376-07c439.pdf">https://dsba.edu.in/naac/uploads/17-Mar-2022-12-56-15-PM-376-07c439.pdf</a> |

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

25

| File Description  | Documents                 |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | <a href="#">View File</a> |
| Circulars pertaining to assigning mentors to mentees                | <a href="#">View File</a> |
| mentor/mentee ratio   | <a href="#">View File</a> |

## 2.4 - Teacher Profile and Quality

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

25

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | <a href="#">View File</a> |
| List of the faculty members authenticated by the Head of HEI     | <a href="#">View File</a> |

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

5

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | <a href="#">View File</a> |

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers



98

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Yes DSBA's internal assessment is transparent, flexible and robust. The institute follows the regulations of Bangalore University for the internal evaluation process of the theory & practical subjects. Students enrolled for the first year are oriented about the process of internal evaluation during the orientation session and bridge programme. They are informed about the continuous assessment criteria for calculation of internal marks which forms 30% of the total marks in each course. Two internal examinations, class participation, presentation on various topics, quiz, Co-curricular and extra-curricular are part of continuous assessment process.
- Class participation is assessed using attendance and interaction in class. Class participation includes participation in class discussions, submission of assignment on time, presentation and other academic requirement during the class. This component carries 10 marks out of 30.
- As per the university norms, every student is expected to attend at least 75% of the academic sessions and therefore any student falling short of 75% will be ineligible to appear for university examinations. For all eligible students a maximum of 5 marks (out of 30) will be awarded for attendance as indicated below:

Attendance (%)

Marks

>95

5

90 - 95

4

85 - 90

3

80 - 85

2

75 - 80

1

- For a course assigned with maximum of 30 internal marks, the break-up of the Internal assessment marks is as under:-

S.No

Activity

Maximum Marks

1

Attendance

5

2

Internal Exams

15

3

Class Participation

5

4

Skill Development/ Assignments

5

Total

30

- Two Internal examinations are conducted during every semester and carries 50% weightage (15 out of 30) in the internal assessment marks. The 1st internal is conducted after about 40% of the syllabus is completed/around 6th week and the 2nd internal is conducted after about 90% of the syllabus is completed//around 14th week of the semester.
- The process of internal evaluation starts at the classroom level. Subject teachers evaluate the internal examination answer scripts and return them to the students with the counselling classes on how to improve the answers.
- Before the commencement of the BU practical examinations, internal practical exams are conducted for BCA programme students and marks for the same are displayed on the notice boards.
- Assessment of students' Involvement in Extra Curricular & Co-Curricular Activities is a part of University requirement as well as continuous evaluation. Each of the activities namely YES!+, Sports, NCC, NSS and Club Activities carry 20% weightage and a maximum of 50 marks is allotted to Extra - curricular and Co- curricular activities.
- Each course has Skill component and a maximum marks of 10 is allotted based on the assessment of 5 skill development activities.
- Slow learners who have scored low are permitted to improve their marks by redoing the project/ assignment / tests. Subject faculty with the concurrence of HOD, are fully empowered to suggest the re-assessment of the total marks with the approval of the Principal.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- With respect to internal examinations, DSBA conducts two internal examinations during a semester. Calendar of events includes the details on schedule of internals, evaluation and Parent - Teacher meeting. Circulars before the exams also keep the students informed about the exam time table. Class teachers and course faculty discuss students' performance and offer assistance whenever required. Students are well aware that their final marks is a combination of external marks - based on their performance in the final university examinations and internal marks - based on the continuous evaluation during the semester. Students are also aware of the components and criteria for calculation of internal marks which will be submitted to the university and therefore usually there are no grievances. The internal marks for all the courses will be informed to students by the subject faculty and any issues if exists will be resolved immediately. Parents are updated about their ward's performance regularly telephonically/ and during the parent - teacher meeting.
- Examination committee along with program coordinators and HOD prepares the timetable of internal exams for each semester. The internal exams are conducted for the purpose of allotting internal assessment marks and academic progress. After the evaluation of the 2nd internal examination answer scripts, remedial or revision classes are conducted dependant on the performance of the student. This enhances the slow learner's performance. These internal examinations help the 1st semester students to understand the BU exam process as they have come from a School/Board system.
- The break-up of the Internal assessment marks is as under:-

S.No

**Activity**

**Marks**

1

**Attendance**

5

2

**Internal Exams**

15

3

**Class Participation**

5

4

**Skill Development/**

**Assignments**

5

**Total**

30

- For the transparency during the exam and curbing any malpractices Examination committee has an In-house Squad, who keep a close watch during the conduct of the internal examination.
- Subject teachers evaluate the internal examination answer scripts and counsel the students on how to improve their answers. Internal assessment marks are displayed by the HOD on the notice board.

- After the results are declared students with the revaluation request or any dispute in the results can approach the HOD who further takes the matter to Student Grievance Redressal Cell and Exam Committee who in turn will advise the concerned faculty for necessary action.
- In the case of a dispute in the internal assessment marks, the concerned faculty will review the marks with the HOD along with examination committee, student grievance cell, online MyDSI details, attendance details maintained by the faculty, Exam answer scripts as well as the assignments submitted.
- HOD reviews and scrutinises the marks, and will suggest modifications wherever necessary. Students who are still not satisfied with the decision can escalate the matter to the Principal whose decision will be final and binding.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- Yes students and faculty are aware of the stated programs and course outcomes.
- Program outcomes and program specific outcomes are displayed in the department and also on the DSBA web page
- Course outcomes are discussed by the respective faculty before commencement of the course

DSBA offers three under graduate programs viz. Bachelors of Commerce (B Com), Bachelors of Business Administration (BBA) and Bachelors of Computer Application (BCA). The academic focus is on understanding of Concepts, Application, Analysis and Integration of learnings from different courses.

Institution displays its vision, mission, objectives, programme

outcomes and course outcomes on the website. The same has been conveyed to first year students during the College orientation programme and to all students at the beginning of every semester. Based on the program requirements students are given opportunity to involve themselves in various co- curricular and extra-curricular activities.

In alignment with the vision and mission of the institute, the broad based program outcomes are:

#### Program Outcomes

Students will demonstrate

- Conceptual Understanding
- Ability to Apply concepts
- Ability to Analyse and Integrate learning from various courses
- Creativity, Confidence and Communication skills.

B Com Students will exhibit:

- Conceptual Understanding of the subject matter
- Ability to Relate and Apply concepts of commerce to Trade and Commerce
- Ability to evaluate the legal, social, and economic environments of business
- Understanding of Global Business Environment
- Effective Oral and Written professional communication skills

BBA Students will exhibit:

- Understanding of Management Concepts
- Ability to Analyse, Integrate and Apply concepts of functional areas of Management
- Understanding of Legal and Ethical obligations of business
- Understanding of Global Business Environment
- Ability to evaluate the legal, social, cultural and economic environments of business
- Ability to make business decisions for real time problems (through projects)

BCA Students will exhibit:

- Conceptual understanding of Computer science and Technology.
- Ability to Apply concepts and write Programs to provide solutions for real life problems.
- Ability to learn and adapt changing technological trends

Course outcomes: Are articulated by faculty teaching a particular course in the beginning of the semester. At the beginning of every unit teachers articulates on the learning outcomes which makes the teaching learning process more fruitful.

Course outcomes are measured using end of the course Multiple Choice Questions (MCQs) examinations(referred as Learning outcomes) and the results are tabulated by the course faculty. The MCQ question paper is designed with questions on concept, analysis, application and integration of courses taught during the semester in order to measure the set outcomes. The course outcomes are said to be realized when at least 75% of students score more than 50% marks. The program specific outcomes are realized when at least 75% of students score more than 50% marks on an average based on all the courses of the semester. Program outcomes are realized when 75% of students from all the three programs score 50% or more marks.

The institute ensures the evaluative learning process by adopting 3 pedagogical strategies:

1.Instructions: Instructing the students during various stages of their UG programme

2.Designing the learning unit: Although Institute follows the syllabus prescribed by BU; it gives the add on courses designed to full fill the Course outcomes.

3.Delivery and achievement of the course: Student's academic, co-curricular, sports and outstanding performances along with the number of placements are examples of programme outcomes.



| File Description                                     | Documents   |
|--|---|
| Upload any additional information                    | No File Uploaded  |
| Paste link for Additional information                | <a href="https://dsba.edu.in/bcom_program.php">https://dsba.edu.in/bcom_program.php</a> |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a>   |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- Yes. Outcomes attainment is evaluated using direct measure viz., multiple choice questions (MCQ) based test at the end of the semester for every course.
- Upon evaluating students' performance under MCQ test, faculty arrives at a conclusion about the attainment of course outcomes.
- Combined evaluation of all courses leads to assessment of program specific outcome attainment. All program specific outcomes together will lead to evaluation of program outcomes attainment

However, during the pandemic the regular outcomes assessment test could not be conducted and therefore the attainment level is not available.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional information | Nil                       |

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

138

| File Description   | Documents   |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a>   |
| Upload any additional information  | <a href="#">View File</a>   |
| Paste link for the annual report   | <a href="https://dsba.edu.in/naac/uploads/30-Mar-2022-17-07-53-PM-417-49cc54.pdf">https://dsba.edu.in/naac/uploads/30-Mar-2022-17-07-53-PM-417-49cc54.pdf</a> |

## 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://dsba.edu.in/naac/uploads/30-Mar-2022-16-30-44-PM-416-ad711c.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

00

| File Description  | Documents        |
|---|------------------|
| Any additional information  | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template)             | No File Uploaded |

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

| File Description  | Documents        |
|---|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| Any additional information                                    | No File Uploaded |
| Supporting document from Funding Agency                       | No File Uploaded |
| Paste link to funding agency website                          | Nil              |

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

34

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

6

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers

**published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

0

| File Description  | Documents        |
|---|------------------|
| Any additional information  | No File Uploaded |
| List books and chapters edited volumes/ books published (Data Template) | No File Uploaded |

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

- Yes. DSBA is active in reaching out to community needs. Through the NSS and NCC wings of DSBA, multiple activities are being conducted in nearby villages, government schools and Urban Primary Health Centres. Especially during COVID-19 lockdown, DSBA has involved itself in distributing free food-kits, free medical-kits, hygiene products to the needy.
- DSBA conducted awareness camps about Covid appropriate behaviour, supported Karnataka State education board in conducting 10th standard examination and taught children who were preparing for 10th standard examination.
- DSBA also conducted awareness camps on importance of nutritious foods, drug abuse, gender sensitivity to young students.
- In an attempt to provide inclusive medical support in the nearby community, a medical profiling survey was conducted and free health cards were distributed with the support of CDSIMER
- In collaboration with Kaggalipura Community Health Center DSBA NSS Volunteers were involved in COVID vaccination drive.
- In collaboration with Kaggalipura Community Health Center DSBA NCC wing organised vaccination drive for faculty, staff, students and parents.
- In order to create environment sensitivity sessions with environment activist were conducted. Sapling plantation drive, creating eco-friendly paper covers for seeds germination and impact of pollution were some of the topics discussed during the sessions.

- To create awareness about Entrepreneurial opportunities in rural India, NSS wing conducted workshops on rural entrepreneurship development were conducted. Students were encouraged to identify business opportunities and create business ideas which will benefit rural population. Further NCC wing organised social media campaigns on 'Aatma Nirbhar Bharat Abhiyan' promoted by Government of India.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/newseventsdetail.php?year=2020&amp;id=499&amp;desc=Interactive+Web+Session+on+Conscious+use+of+Technology+and+De-Addiction+">https://dsba.edu.in/newseventsdetail.php?year=2020&amp;id=499&amp;desc=Interactive+Web+Session+on+Conscious+use+of+Technology+and+De-Addiction+</a> |
| Upload any additional information     | <a href="#">View File</a>   |

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Number of awards for extension activities in last 5 year(Data Template) | <a href="#">View File</a> |
| e-copy of the award letters   | No File Uploaded          |

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

27

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | <a href="#">View File</a> |

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

500

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

25

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of linkage related Document  | No File Uploaded          |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

16

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | No File Uploaded          |
| Any additional information   | <a href="#">View File</a> |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## 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 equipment etc.

#### Response:

- Yes, DSBA has a spacious green campus spread out over 7.33 acres on which a State of the art infrastructure is implanted.
- Academic and support facilities are created and efficiently used for enhancing the teaching learning and holistic development of students
- Spacious and well ventilated classrooms with LCD Projectors, seamless WI-FI connectivity to enhance parallel virtual learning experience
- Linkages are being established with reputed organizations to augment technology, laboratory and learning facilities.

Dayananda Sagar Business Academy, established in 2009 under the aegis of Mahatma Gandhi Vidya Peetha. (MGVP) Trust is constituted under section 53 (5) of Karnataka State Universities Act 1976 and College is affiliated to Bangalore University. The institution is located at campus 2 of Dayananda Sagar Institutions (DSI) opposite the Art of Living International centre.

DSBA is located in a 7.33 acre campus and has well developed infrastructure in tune to modern times to assist the students in pursuit of academic excellence as well as to develop their personality and talent in extracurricular activities. The institution has 35000 sq feet built up area for its class rooms.

This campus is well planned with modern amenities. Details about available infrastructure are given below:

- Class rooms with ICT facilities and adequate ventilation
- Library-cum - Reading Room
- Digital library
- Spacious class rooms
- Well-equipped seminar hall
- Well-equipped Computer Resource Centre
- ICT Resource Centre with Internet connection
- Department library
- Clinic
- Separate common room for boys & girls
- Business LAB
- Language Lab
- Health and physical Education Resource Centre with latest fitness equipment & indoor games facilities
- Indoor and Outdoor sports facility

The Wi-Fi enabled campus and the Academic infrastructure at DSBA with technological support, faculty assistance, library resources and secured environment provides students with conducive environment to learn.

An outdoor basketball court, Indoor sports like Squash, Shuttle badminton, Table Tennis & Chess-Carom, Gym/fitness centre are being provided in the campus. Canteen facility with hygienic food is available. Yoga, aerobic activities are organized in the campuses. Many students are taking part in state and national level events & won several awards.

The institution is a strong promoter of culture and traditions. To promote this the institution has a well laid out amphitheatre.

One state of art auditorium is under finishing touches in the campus. Seminar halls with plug & play facility. Board Rooms & Examination centres are available.

Separate hostels for boys and girls are available in the campus. They have twin and triple sharing rooms. Hostels have laundry facilities as well as entertainment Zone in addition to the spacious common room as well as the dining hall



| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://dsba.edu.in/naac/uploads/31-Mar-2022-13-05-12-PM-421-beeab2.pdf">1 Lab https://dsba.edu.in/naac/uploads/31-Mar-2022-13-05-12-PM-421-beeab2.pdf</a> |

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

**Response:**

YES. DSBA has well developed infrastructure in tune to modern times to assist the students in pursuit of academic excellence as well as to develop their personality and talent in extracurricular activities.

Details of the facility available for Sports and Extra Curricular activities

Facility

Availability

Area/size

year of establishment

User rate

Outdoor games

- Basket ball court
- Short pitch cricket ground

Standard size

2010

Moderate

Indoor games

- Chess
- Carom board
- Table tennis
- Squash court
- Shuttle badminton
- Exclusive room for yoga and aerobic

2010

Auditorium Capacity

300 - spacious room for cultural activities

300 (construction under progress )

2010

Regular

Yoga

300 - spacious room for cultural activities

2010

Regular

Health and hygiene

Campus clinic for immediate health requirements

2010

Regular

Gymnasium - Equipment List

Sl. No

Description of Equipment

Quantity

1

Motorized Treadmill

2

2

Cross Trainer

2

3

Upright Bike

2

4

Spin Bike

2

5

10 Station Multi Gym

1

6

Cable Cross Over

1

7

Incline + Decline + Flat Bench

1

8

**Leg Support**

1

9

**Dum bell + Plate + Rod stand**

1

10

**Rods - 28 MM**

5

11

**Deum bells PVC Coated Hexagonal**

195 Kg

12

**Plates PVC Coated**

135 Kg

13

**Flat Bench**

1

14

**T.T. Table**

2

15

**Foosball Table with Glass Field**

2

16

Carom Board 4 \* 2 EP

3

17

Carom Stand

3

18

Chess Table

3

19

Badminton Pole & Net

1

20

4 Station Multi Gym

1

Cultural Activities: The institution has a very spacious and well laid out amphitheatre which has a seating capacity of over 1000. To facilitate cultural activities in the campus, DSBA has - Speakers - 9, Projectors - 2, Projectors Screen - 2, Stand Mike, Hand Mike and Collar Mike etc

Yoga room facility - Activity centre and room number 402 with projectors are also used for yoga as well aerobic activities.

Health and hygiene: DSBA has an in-house clinic with the following facilities. Ambulance is available ex Sagar hospital when required.

- Beds - 2
- Oxygen Cylinder

- AMDU Bag (for Emergency)
- Emergency Trolley
- Basic Medicine
- Stethoscope
- B.P Machine
- Nebulization Machine
- Weighing Machine
- Sterilizer and Others

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://dsba.edu.in/360degree.php#">https://dsba.edu.in/360degree.php#</a> |

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

18

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

18

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

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

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1.14

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Upload audited utilization statements   | No File Uploaded          |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

## 4.2 - Library as a Learning Resource

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

- Name of the ILMS software : LIBSOFT
- Nature of automation (fully or partially) : full
- Version : 12.0
- Year:2018

#### Web OPAC- online public access catalogue

The campus library started in the year 2011 to serve the information needs of faculty and students community of the institutions. The central library occupies 2512.08 sq mts of area. It acts as a centre for the collection of resources predominantly related to all subjects. It also ensures that information resources are acquired and organized so as to meet the present and future user's information needs. The main objective of our library is to provide right information to the right users at right time.

The library holds a hybrid collection of printed as well as electronic resources which include books, journals, databases, audio-visuals, CDs/DVDs, e-books, e-journals, course materials, previous year question papers, bound volumes, project reports etc

Library intends to incorporate the latest technology and adopt user friendly approach towards student and faculty

Readers these days prefer to sit and study in separate study rooms. In our library this facility is available. There are six rooms available for group discussion and for the purpose of private study.

Digital Library is housed in the Lower ground floor of the Library. Digital library is a library in which collections are stored in digital formats and data accessible through the computers by users. The digital content may be stored locally, or accessed remotely via computer networks. A digital library is a type of information retrieval system.

For the benefit of students and faculty a reprographic centre is functional at the first floor of the library.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional Information | Nil                       |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.19277

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Audited statements of accounts   | No File Uploaded          |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |



#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

10

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | <a href="#">View File</a> |

#### 4.3 - IT Infrastructure

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

Yes. Based on the technological changes and the modifications in curriculum, DSBA augments IT facilities. This includes upgrading computer hardware and software, internet facility, Online platforms for teaching.

During 2020-21 most of the academic activities were conducted through online platforms using Zoom (Licenced Version), Google meet and google class rooms. To ensure better online performance the personal computers in the computer lab were upgraded.

The details about improvements that were brought in the IT facility are:

- 4 systems of I-Ball cabinet Installed with upgraded SMPS
- 1 VGA cable upgraded with itech
- 1 VGA cable upgraded with Normal
- Added 4 Dell optical USB mouse
- CPU upgraded with 4 GB RAM
- Added 1 unit of SMPS ZEBRONICS

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

##### 4.3.2 - Number of Computers

150

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Student – computer ratio          | <a href="#">View File</a> |

#### 4.3.3 - Bandwidth of internet connection in the Institution **A. ? 50MBPS**

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | <b>No File Uploaded</b>   |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 4.4 - Maintenance of Campus Infrastructure

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

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

**28.056**

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Audited statements of accounts.   | <b>No File Uploaded</b>   |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

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

#### **Response:**

- YES, DSBA has established procedures for maintaining and utilizing physical and academic facilities on campus. It is ensured that the available infrastructure is optimally utilized.**

Administrative and Support departments namely Facilities department ensures Infrastructure maintenance and support facility.

Purchase department supports by procuring and providing all necessary items for the smooth functioning. indoor and outdoor sports complex and clinic, canteen, gymnasium and library are also optimised.

DSBA enjoys spacious classrooms, faculty and staff office spaces, and computer lab. Up-keeping of these exclusive facilities is the responsibility of DSBA. The house keeping staff ensures the day-to-day maintenance of all these facilities and in case of specific needs, DSBA raises requirements and gets the management approval for purchase / repair of furniture/ other products, maintenance of physical infrastructure. Post the approvals, the purchase & maintenance department will be informed about the requirements to do the needful.

Purchase / maintenance of technical products like computers and peripherals, LCD projectors etc., is taken care by the technical department (EDP). Approval for any new item or repair or replacement of defective item is obtained from the Vice Chairman and the same is submitted to the EDP department who will obtain the requisite number of quotations from the various vendors and prepare a comparative statement and submit to the Secretary DSI through the purchase team. Short listed vendor is called and price is negotiated. The Secretary will issue the purchase order and the item is procured from the short listed vendor. Fast moving items repeat orders are placed on the selected vendors.

Requirements pertaining to the library resource augmentation, is compiled by the institute library committee, after the approval of the Principal the requirements are submitted to the librarian. Upon receiving the request, the librarian identifies suitable vendors and gets the management approvals before completing the purchase process. Digital library, which is a shared facility, is pre-booked by DSBA for conducting sessions whenever there is a need to accommodate a large group of students.

Physical education instructor ensures maintenance of sports facility on campus. At the commencement of the academic year the requirements are projected to the Physical education instructor. Financial approval is obtained from the management and sports equipment are purchased. Certain spares are retained at the Physical education instructor's level to cater for emergency. A

set of sports equipment required for inter - class competitions and inter collegiate events are procured and retained in the department for easy access.

Transport for campus is centrally controlled and maintained. A request is placed to facility department one week prior to the trip / visit to take students to industry/ and any other out bound activities venue and the same is provided on the day of the visit.

Dedicated supply of stationary items which include Blue books for internal examination, attendance registers, log books, envelopes, letter heads, pens etc.; the indent is raised with details of the requirements and submitted to purchase department. The stationary is supplied within a week from the date of indent.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

82

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | No File Uploaded          |
| Upload any additional information  | <a href="#">View File</a> |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

34

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

| File Description  | Documents   |
|---|---|
| Link to institutional website   | <a href="https://dsba.edu.in/naac/uploads/24-Mar-2022-15-52-42-PM-399-3d91a9.pdf">https://dsba.edu.in/naac/uploads/24-Mar-2022-15-52-42-PM-399-3d91a9.pdf</a> |
| Any additional information  | <a href="#">View File</a>   |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a>   |

### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

181

#### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

181

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View File</a> |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

10

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | <a href="#">View File</a> |
| Upload any additional information     | <a href="#">View File</a> |

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

21

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | No File Uploaded          |
| Any additional information                         | <a href="#">View File</a> |
| Details of student progression to higher education | <a href="#">View File</a> |

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

| File Description                    | Documents        |
|-------------------------------------|------------------|
| Upload supporting data for the same | No File Uploaded |
| Any additional information          | No File Uploaded |

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

4

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

- Yes, Students are actively involved in various administrative bodies viz, Grievance Redressal cell, Disciplinary committee, Equal Opportunity cell etc.,
- DSBA has an active IQAC - Quality Improvement Team (QIT) which is primarily formed for having student inputs/ suggestions in Academic and Administrative activities. The students are selected for the committee in a predefined ratio to ensure that impartial representation is maintained from all i.e. 1st, 2nd & 3rd year students.
- The student members of QIT are closely monitored by the Dean and IQAC Co-Ordinator to keep the Quality cell running in an organized manner.
- The QIT meets on a frequent basis to discuss various initiatives and plans the events for student welfare programs, and assigns various roles to be played by the members.
- However due to pandemic for a major portion of the academic year 2020-21 students were not available on the campus and therefore they supported all Extra-curricular and Co-curricular activities through online participation.
- Students are actively involved in various committees namely:
  - Quality Improvement Team (QIT) of IQAC
  - Anti-Ragging
  - Disciplinary Committee
  - SC/ST, Minority, Other Backward Community Committees
  - Sports, Cultural, HR, Marketing, Finance, IT and Literary clubs
  - Extension activity wings- NCC and NSS
  - Publication of Newsletter
  - Alumni Association



| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

7

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | <a href="#">View File</a> |

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

- Yes DSBA has a registered Alumni Association, registered in the year 2019. Alumni contribute to the development of the institution through assistance for placements, projects, internship, guest lecture student training and sessions on placement demands in the present market conditions.
- Every graduating student contributes towards the Alumni Association financially and the same is utilized towards association meets and any other activity under association

DSBA has a functional alumni association formed in the year 2017 and registered in the year 2019 with register number: DRB-4/SOR/229/2019-20. It has been playing a vital role in its

concern for students' future both in career and in life.

DSBA is a very young institute with very few students graduating during the last 5 years. However, alumni members of DSBA actively interact with the institution and offer support by helping students with information related to internship and job opportunities. During the Alumni meeting, final year UG students interact with alumni members and clarify their doubts regarding preparation for interviews, expectation from employers, challenges for fresher and the like. Alumni members share their experience and try to answer queries to best of their ability. Students are able to relate with their seniors quickly.

Some of the alumni members have started their businesses and support the institute by offering their services. In the time of requirements, Alumni entrepreneurs supply corporate gifts at a reasonable prize and it is a win-win situation for both. They also support the institute in identifying the resource persons during events like conference, inter-collegiate sports and cultural fests, and guest lectures. They share information regarding suitable job openings and interact with interested students to help them to understand the job profile better.

DSBA collects feedback on curriculum from alumni. Keeping their industry experience in mind, alumni members provide the institute with the feedback on the curriculum and suggest possible enhancements during the sessions. They also provide feedback on the benefits of the additional activities such as Outbound Training, Global captivation program, Yes+! and other augmentation programs that are offered to students at DSBA.

The feel good factor among alumni is evident through their action of promoting DSBA as the option for higher education to their friends and relatives.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/newseventsdetail.php?year=2019&amp;id=322&amp;desc=Alumni+Interaction+Day">https://dsba.edu.in/newseventsdetail.php?year=2019&amp;id=322&amp;desc=Alumni+Interaction+Day</a> |
| Upload any additional information     | <a href="#">View File</a>   |

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in 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 and in tune with the vision and mission of the institution

-Yes. The leadership of DSBA under able guidance of Mahatma Gandhi Vidyapeetha Trustees and members clearly envision the vision and mission of the institution (DSBA).

- The organization structure empowers all employees at various levels to perform upto their potential and contribute towards realising the vision and objectives of the institution (DSBA).

- Strategic and Policy decisions are taken in consultation with the top management whereas the operational decisions are decentralized.

#### Vision

- To become a centre of excellence in education, research & training and to produce citizens with values and exceptional leadership qualities to serve national and global needs.

#### Mission

- To provide innovative educational opportunities and student support services that lead to the holistic education.
- To provide a sustainable and accessible environment to

support and encourage student potentials by building on the vibrancy of DSI while being guided by the principles of integrity, innovation, creativity and quality.

- To foster personal and professional success through the development of critical thinking, effective communication, creativity and cultural awareness in a safe, accessible and affordable learning environment.

DSBA is committed to provide knowledge and skills relevant to management, commerce and computer science. In addition to imparting knowledge and skills which includes problem solving, decision making, creativity enhancing and leadership qualities that are vital to professional success, the institute also focuses on creating an environment to enhance the personality and life skills of the students.

Institute also focuses on instilling good citizenship behaviour and strives to create responsible citizens capable of addressing issues of national and global importance. DSI is known for its value orientation and DSBA being one of the youngest outfits of DSI emphasises on the principles of integrity, tradition with a blend of modernity and progressive outlook. DSBA plans to develop and deliver programs which results in helping students to be industry ready when they graduate. To encourage research culture, the institute intends to create focused research groups on specialised areas.

The objective of governance and leadership implemented in the institution is to meet Vision, Mission and Objectives. Since inception, the principle of participative management is implemented. The governance structure has Governing Counsel, which reviews the functioning of institution in its quality parameters. The Principal implements Vision and Mission components of the Institution.

Institution promotes participative management in decision making by constituting committee with both teacher and student members. Committees are formed in order to cater to every aspect of learning, teaching, administration, cultural, sports and overall development for both staff and students.

Faculty are members of Academic council, IQAC Committee and all other committees of the institution. Starting from setting out the college calendar of events, activities related to syllabus enhancement, identifying and conducting of various certificate courses, life skills programmes, selection of books for library,

faculty have been given freedom to propose various activities, thus supporting participative involvement in decision making.

Perspective plan of the institution:

1. Escalate activities for the holistic development of students through well planned, co-curricular, extracurricular and extension activities.
2. Strengthen National Values and intensify NSS and NCC activities.
3. Sensitize students on the social issues.
4. Support women empowerment activities including elimination of sexual harassment.
5. Start Post Graduate courses.
6. Setup and Strengthen Institutional Research centre.
7. Achieve CO, PO, PSO as per current / industry needs.
8. Emerge as a centre of excellence to be an institute of eminence and become autonomous in delivery of value based higher education.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/naac/uploads/27-Jun-2020-14-35-44-PM-312-78c0aa.pdf">https://dsba.edu.in/naac/uploads/27-Jun-2020-14-35-44-PM-312-78c0aa.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- Yes, the organization structure of DSBA ensures decentralization. Empowers and enables all the employees to operate with enough freedom. Also empowers to make decisions whenever required for the benefit of the student fraternity and the institution.
- The leadership at DSBA follows Participative style of management in order to encourage employees to extend their recommendations and suggestions towards the welfare of the students and the institution.

The Top Management has laid down clear organisational structure for DSBA. The institution practices decentralization and participative management in its organization structure. The main functions of institution are classified into Administration, Academics and Examinations/evaluation. The Principal is the head of the institution for all Academic and Administrative decisions. Dean is the Academic head of the institution, reports to the Principal, implements decision with approval from the Principal. Head of the Department, reports to Dean, monitors day - to -day academic activities as per plan.

DSBA has identified various committees to ensure smooth conduct of academic, extra-curricular and co-curricular activities. Faculty members involved in these committees plan and execute various activities under the guidance of Principal/Dean/HOD. Student members in these committees represent student community and actively take part in designing and execution. This structure ensures delegation of authority, effective implementation of plan and smooth functioning.

Entire functioning of college activities is decentralized into various committees, with committee coordinator and committee members. Committee members consists of both students and staff demonstrating participative management.

Case study depicting participative management for conduct of International Conference.

- Meeting of Principal/Dean/HOD and faculty coordinators to discuss modalities for International Conference.
- Conference Chair and Co-Chair encourage faculty members to give suitable themes. Meeting is convened to finalise the theme and conference organizing committees.
- Approval taken from Vice Chairman for the conduct of the event including budget.
- Convener, organizing committee, will identify sub-committees involving faculty and students and takes approval from the conference chair.
- Draft write-up to initiate call of papers is prepared and approved by IQAC.
- Conference concept note, invitees list and other details are finalised by the conference chair and co-chair
- Student representatives work on getting registrations/

sponsorships / printing work under the guidance of the committee responsible for the concerned segment of the task.

- Abstracts are received, scrutinised and responded to by the review committee
- Papers are received, scrutinised and shortlisted.
- Souvenirs and gifts identified by student reps nominated.
- Meeting of steering committee to take stock of the situation.
- Management is kept informed about the final day of the event to block the same for their presence when required.
- Various committees responsible for the tasks interact with the concerned authority and produce the requisite results.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/naac/uploads/01-Jul-2020-12-41-26-PM-317-0dac15.pdf">https://dsba.edu.in/naac/uploads/01-Jul-2020-12-41-26-PM-317-0dac15.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Yes, DSBA has in place its strategic perspective plan that gets reviewed and course correction taken, if need be, at regular intervals via high level meetings involving the staff and the leadership of the institution

Institutional perspective plan is effectively deployed and implemented at DSBA basis the below given model.

DSBA envisions producing citizens with values and exceptional leadership qualities to serve national and global needs. The innovatively crafted add on programs of DSBA also instil in graduates a high-level of integrity and professionalism, while preparing them for rewarding and fulfilling careers in their chosen fields. We take care to inculcate values among the students, while shaping and sharpening their minds by the academic rigor of university programs. Beyond the quality of education, it is the quality of life in the campus that provides for the well-being and overall development of the students.

Keeping the institution's vision in mind and to develop character, discipline, companionship, leadership, the quest for adventure and noble service amongst the youth, a need was felt by the Principal

to set up NSS and NCC at the campus.

NSS came into being on 04 August 2015 and their activities commenced soon after.

To uphold the motto: To develop character, discipline, companionship, leadership, the quest for adventure and noble service amongst the youth, NCC Army Wing at Dayananda Sagar Business Academy came into existence on August 01,2017. The institution offers training under the aegis of 2 KAR BN National Cadet Corps.

Getting the approval and setting up NCC was a herculean task. There was a very long waiting list in the state and chances to get the NCC wing for the institution was very bleak. However, same was implemented as under:-

- DSBA applied for NCC wing through 9 KAR BN NCC, Bangalore- 'B' Group on 16 May 2015.
- NCC Inspection was done by Commanding officer, Col Narendra Shulka & AO Lt.Col. James of 9 KAR BN NCC, Bangalore - 'B' Group in Aug 2015.
- No vacancies were available with the group. A study was carried out by the Associate NCC Officer (ANO) to identify other possible avenues. The processes recommenced with A Group.
- Applied for NCC wing through 2 KAR BN NCC, Bangalore - 'A' Group in Mar 2016.
- NCC Inspection was done by Commanding officer, Lt.Col Varun Luthra & AO Lt.Col. SB Chettri, 2 KAR BN NCC, Bangalore - 'A' Gp in Aug 2016.
- NCC workshop conducted in Dec 2016 to educate the students.
- NCC Wing Granted to DSBA on 06 Feb 2017.
- NCC activities commenced; selection of students, parades, other outdoor activities etc. Number of students attended various camps and other events as part of Karnataka and Goa NCC Dte.
- Cadet Rohan Satish attended Thal Sainik Camp(TSC)- Intergroup Competition and was selected to represent the state in the Republic Day parade 2019 at New Delhi.
- Cadet Rohan Satish was selected to represent India at Russia under the NCC Youth Exchange Program (YEP) 2018-19.



Many similar activities are undertaken to effectively implement perspective plan at DSBA.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://dsba.edu.in/naac/uploads/01-Jul-2020-13-23-57-PM-318-675443.pdf">https://dsba.edu.in/naac/uploads/01-Jul-2020-13-23-57-PM-318-675443.pdf</a> |
| Upload any additional information                      | <a href="#">View File</a>   |

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

- Yes, DSBA has all the relevant policies, procedures and service rules for recruitment, appraisal/job promotions, welfare, and monetary policies. DSBA Institutional bodies such as Top Management, Governing Council, Academic Advisory and IQAC and other statutory cells effectively and efficiently administer and execute the policies and procedures
- DSBA is managed by MGVP trust. The Chairman and managing committee reviews and evaluates the academic progress, administrative processes, co-curricular, extra-curricular and extension activities of the Institution. The Governing council steers the organization's management systems, their implementation and continuous improvement. All rules and regulations are stated in the Administrative and service manual approved by the Governing Council.

The Principal is the head of the Institution. Principal is responsible for the College functioning and growth including administrative, academic, co-curricular, extra-curricular and extension programme, in tune with the laid down vision and mission.

IQAC headed by Dean of the college is involved in developing a quality system for conscious, programmed action to improve the academic and administrative performance of the College.

Head of the department is directly responsible for coordinating all departmental academic programmes of the institution. Faculty are directly responsible for the academic and curricular development of the students.

#### Functions of Various bodies:

For the complete functioning of college activities, more than 15 committees are identified. Every committee consists of committee chairperson, staff and student members. They together plan for the activities. The function of every committee in the Institution is well defined. All Chairpersons report to Principal and he monitors the effective functioning of these bodies.

All staff are oriented about the Administrative and Service Manual available in the institution. Faculties are educated about conditions of service, Roles and responsibilities, discharge of duties, increments, kinds of Leave, code of conduct, incentive for attending FDP, incentive for achieving academic excellence and others.

#### Selection

The minimum age limit is 18 years and the maximum age limit for recruitment is as prescribed by Government. However, the maximum age limit is relaxable by the management if the candidate is found suitable. The qualification, teaching experience and other eligibility for recruitment is as prescribed by state Government / UGC / AICTE .Selection of the candidate shall be by a selection committee. Details are at chapter 5 of Administrative and Service Manual

#### Promotion

Promotion is on the basis of performance in the Institution and at the discretion of the Management. And all policies and conditions are clearly stated in the Administrative and service Manual of the Institution.

Administrative and Service manual is up loaded on the institution web site

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | <a href="https://dsba.edu.in/naac/uploads/27-Jun-2020-15-37-15-PM-313-e2a5c4.pdf">https://dsba.edu.in/naac/uploads/27-Jun-2020-15-37-15-PM-313-e2a5c4.pdf</a> |
| Link to Organogram of the Institution webpage | <a href="https://dsba.edu.in/naac/uploads/05-Aug-2020-09-56-49-AM-329-577558.pdf">https://dsba.edu.in/naac/uploads/05-Aug-2020-09-56-49-AM-329-577558.pdf</a> |
| Upload any additional information             | <a href="#">View File</a>   |

### 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) Document   | No File Uploaded          |
| Screen shots of user interfaces   | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | <a href="#">View File</a> |

## 6.3 - Faculty Empowerment Strategies

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

- Yes at DSBA, Faculty and staff are provided with various welfare measures which are effectively implemented
- Free of cost COVID-19 Vaccination drive was organised in the campus for the benefit of Faculty, Staff, Students and Parents.
- Well ventilated work stations - All faculty and staff members are given well organised independent work stations to facilitate ease of work
- Transportation facility - faculty and staff members can avail the college transportation facility free of cost
- Gratuity for all faculty and staff members who complete 5 years of service
- In house clinic and medical assistance - a clinic with

trained nurse / medical attendant is available on campus. The clinic can also equipped to take care of immediate emergency requirements and patients can utilise the bed

- Hygienic Canteen and mess food facility
- Sick leave, vacation during semester end, maternity leave and leave for special requirements for faculty
- Employee State Insurance scheme for staff
- Provident Fund for staff
- Earned leave for staff
- Fee concession for children of faculty and staff members
- Free Uniforms for support staff
- Multi-purpose gym and activity centre facility.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/naac/uploads/30-Jun-2020-12-15-33-PM-316-fc24a6.pdf">https://dsba.edu.in/naac/uploads/30-Jun-2020-12-15-33-PM-316-fc24a6.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

0

| File Description  | Documents        |
|---|------------------|
| Upload any additional information   | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres).  | No File Uploaded          |
| Reports of Academic Staff College or similar centers   | No File Uploaded          |
| Upload any additional information  | <a href="#">View File</a> |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | <a href="#">View File</a> |

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

24

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | No File Uploaded          |
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- Yes DSBA has annual performance appraisal system for teaching and non-teaching staff. The review takes into consideration various elements such as self-appraisal, appraisal by the reporting manager, Principal, and

Management.

#### Faculty Review:

Institutions Performance Annual Appraisal for teaching staff to evaluate their performance. Appraisal happens after the completion of even semester and publication of results by Bangalore University.

Appraisal system has three components.

- Self-appraisal; includes result analysis, scholarly and professional activity details and beyond the curriculum activities. Analysis of the BU result for the courses handled by the faculty is carried out by the individual. The details of the scholarly activities, like paper presentations at National and International conferences, workshops and FDP's attended, books and papers published during the year as well as the individual faculty member's career goal accomplishment are taken into consideration here.
- Student and parent feedback; at the end of each semester a confidential online feedback on the teaching - learning process of each course is taken from the students. A set of questions about different aspects of teaching are required to be answered by the students. These are analysed and the report generated is reviewed by the head of the institute. Parents during the PTM do give certain inputs about the faculty which are also collated and reviewed. Midterm faculty review is carried as and when need arises.
- Recommendation from the reporting authority; Faculty and staff submit their self-evaluation along with the details of activities performed during the assessment period. The same is reviewed by Dean and HoD. Their recommendations on certain skills exhibited by the faculty on a rating scale of 1-5 is considered for final review by Principal.
- Recommendations given by the Dean/HoD are reviewed at the 2nd level by the Principal. Inputs from students/parents feedback as well as own observations through the academic year are put as recommendations of the Principal. In case of

Dean and HoD their self-appraisal along with the student/parent feedback is reviewed by the Principal. Consolidated recommendations are submitted to the Secretary DSI for annual appraisal.

#### Staff Review:

- The staff review happens once in a year, wherein they give their self-appraisal which includes the activities carried out by them during the academic year. The Principal endorses the self-appraisal along with his observations. Consolidated recommendations are submitted to the Secretary DSI.

Top management reviews the recommendations and self-appraisal. Based on the review of the performance appraisal reports, the top management decides the annual increments. Most of the faculty and staff members receive their increments regularly. Decision to continue with the services of faculty, fulltime / part time, is based on performance appraisal findings. Appropriate stakeholders get to know about the appraisal through Principal.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/naac/uploads/27-Jun-2020-16-16-53-PM-314-6909d0.pdf">https://dsba.edu.in/naac/uploads/27-Jun-2020-16-16-53-PM-314-6909d0.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- Yes DSBA conducts internal and external financial audits regularly
- Internal audit is conducted by chief finance officer and the team and the external audit is conducted by a certified external agency

The financial affairs of DSBA are centrally managed at DSI and coordinated by the on-campus Finance & Accounts Dept. Based on the

requirements for the upcoming academic year, a budget is submitted to the management by the Principal sometimes in January of each year for the oncoming academic year. The Dept will hold discussions with the Academic Heads & the Principal to elucidate the justification for the proposals. The final budgetary allocations are communicated/ permitted once the Governing Council approves the same. Broadly the annual expenditure on various heads like - Seminars/ Conferences/ Symposiums/ Workshops/ Guest lectures are based on budgetary allocations.

DSBA does not conduct financial audits. However, DSI has a mechanism for internal and external audit. The Management has put a strong internal control system in place at DSI besides the Statutory Audits by the Chartered Accountants and consequent filing with the Income Tax Department

#### Internal Audit:

The internal team, lead by the Chief Financial Officer, do thorough checks and verifications of all vouchers, supporting documents, records and books, e-statements of the transactions that are carried out in each financial year including budget estimations, utilizations, cash transactions, bank reconciliation statements, test checks and verification of the events happened in the area of financial managements. DSI is also advised by qualified experts in various areas of finance, taxation, legal compliance etc. Normally the checks include -

1. Verifications of student's fee registers, arrears, scholarships etc
2. Authorization of fees concessions, controls, policies
3. Examining the statutory payments to different bodies like EPF, ESI, PT, GST, Property tax, TDS etc
4. Examining the Bank Statements
5. Examining Grants, sponsorships, deposits and payments
6. Crosscheck all procedures and take stock of all transactions in the Interdepartmental reports.

#### External Audit/ Statutory Audit:

Elaborate External Audit is conducted on yearly basis by M/S BP Rao & Co., Chartered Accountants. The institution accounts are audited regularly by both Internal and statutory auditors. Minor errors pointed by the audit team are immediately rectified / corrected and precautionary steps are taken to avoid such errors in future.



**External Audit looks into:-**

1. Examining the procedures and policies and regulations;
2. Audit the Revenue of the Academy, leakages, non-collections, Scholarship grants & approvals, fee reconciliations etc
3. Audit the expenditure of the Academy vouching the payments with reference to Purchase Orders, negotiations, fairness of costs etc.
4. Compliance under various laws of the land including - Salary payments, TDS, Income Tax, EPF, ESI, PT, Gratuity etc
5. Examining the property titles, approvals, fee payments to regulation bodies

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)****6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

| File Description  | Documents        |
|---|------------------|
| Annual statements of accounts   | No File Uploaded |
| Any additional information  | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources****Response:**

- Yes DSBA has strategies in place to mobilize funds from external agencies.

**Policy for Resource Mobilization**

- Institution mobilizes funds primarily through the student fee collection.
- For capital expenditure and infrastructure developments funds are released from MGVP trust.
- Interest on Investment is also a source of income.
- Sponsorships
- Conducts consultancy services by Utilizing expertise of faculties and college students for extending real-time solutions for new businesses and startups

DSBA conducts students led events such as Inter collegiate and Inter class academic, sports and Cultural fest which are designed and executed by students. The funds required for these events are partially met by management and for the remaining funds, students are encouraged to raise sponsorships. The registration fee paid by participants will make a small portion for the required funds.

DSBA has been successfully organizing International Conferences during the last three years. Management supports the event with major required financial assistance. However, students attempt to raise sponsorship from suitable corporations to cover scholarships and delegation fee adds to the total funds mobilised towards the conference.

Details of income and expenditure is maintained for every event and is submitted to accounts department for auditing.

Optimal Utilization of resources:

Institution is self-sufficient for the recurring expenses like maintenance and operations. The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure. Utilization of financial resources is primarily for:-

1. Staff Salary
2. Research & project activities
3. Professional development and administrative training programmes
4. Sports and cultural activities
5. Training & Placement

6. Student and staff support measures

7. Software & Internet charges

8. Library resources

9. ICT infrastructure

10. Repair & maintenance work

11. Printing & stationary

12. Miscellaneous expenditure

However due to Pandemic DSBA could not conduct activities for which Sponsorship/ funding was raised from Government or Non-Government Organisations

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

## 6.5 - Internal Quality Assurance System

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

- Yes, IQAC of DSBA has contributed in enhancing academic inputs and processes on a continuous basis.
- Based on the feedback from various stake holders add on courses, FDPs, workshops and training augmentations are designed and executed under the banner of IQAC
- Standard Operating procedures for various aspects of academic delivery are designed and approved by the IQAC team and leadership and accordingly implemented across programs
- SOPs are clearly cascaded down to all the employees of DSBA which highlights the timelines for implementation, reporting hierarchical structure

The institution is committed to provide excellent quality education and Internal Quality Assurance Cell(IQAC) established for this purpose, functions vigorously in improving the quality of education, teaching learning process and learning outcomes by

internalizing policy and procedures of these quality strategies.

The IQAC team supports DSBA to

- Participate in Accreditation, Ranking and Rating exercises
- Help faculty and staff understand the nuances of quality education
- Achieve academic and administrative excellence
- Enhance curricular aspects with value added course, enrichment programmes and life skills programmes.
- Intensify feedback collection, analysis and review.
- Create student centric ambience for holistic learning.
- Develop infrastructure for teaching learning and administration through suggestions - Infrastructural facilities including physical facilities, ICT facilities, library facility with ICT integration to be intensified
- Promote stronger industry-academia relation for benefit of staff and students.
- Emphasise on outcome based education.
- Works constantly to establish newer collaboration for academic and extension activities
- Highlight importance of environmental activities including rain water harvesting, plastic ban, waste management and alternate source of energy.

IQAC has contributed to quality initiatives through

- Organising Workshop / FDP and International Conference
- Webinars on various topics such as Environment, Health, Career Opportunities, Entrepreneurship and National Leaders.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/newseventsdetail.php?year=2021&amp;id=534&amp;desc=HALL+MARK+OF+A+GOOD+HR+PROFESSIONAL">https://dsba.edu.in/newseventsdetail.php?year=2021&amp;id=534&amp;desc=HALL+MARK+OF+A+GOOD+HR+PROFESSIONAL</a> |
| Upload any additional information     | <a href="#">View File</a>   |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- Yes, IQAC ensures quality in teaching - learning process. Lesson plans and work dairies are prepared by course faculty and is monitored by HOD fortnightly. During the semester information on course completion is collected once during the middle of the semester and again towards the end of the semester. As and when required, suitable corrective actions are taken. Students' learning is assessed through internal assessment examination twice during every semester. Guidance is provided to average / low performers. To assist students for final examination, faculty supports them by discussing the answers of previous years question papers. Based on the requirements, remedial classes are also conducted. Students are encouraged to meet mentors to get their academic or career related queries answered.
- During the online Teaching-Learning process during pandemic, IQAC initiated student feedback system to access the effectiveness on online teaching. Based on the assessment result faculty were given inputs about using Google Classroom for assignment evaluation and examination.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/naac/uploads/29-Mar-2022-11-15-18-AM-403-b83931.pdf">https://dsba.edu.in/naac/uploads/29-Mar-2022-11-15-18-AM-403-b83931.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Paste web link of Annual reports of Institution                                    | Nil                       |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a> |

## 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

- Yes, at DSBA, gender equity and gender sensitization is given paramount importance where in counselling, common rooms, safety and security, day care centre and girl specific activities are carried out at regular intervals.
- Equal opportunity is extended to both male and female students to join various clubs and no gender-specific roles are assigned, for example girls are encouraged to take up leadership roles in various clubs and committees as per their choice and capability levels
- To sensitize students, faculty and staff about gender issues and equality, during inter-class competitions discussion on gender is promoted. In the event 'English Every Day' students presented their ideas/opinions/ research findings on Contribution of women authors, Women empowerment, Women leaders and role of Women in society.
- International events like Womens Day is celebrated every year to reemphasize and recognise contribution of Women in various fields.

| File Description   | Documents   |
|--|---|
| Annual gender sensitization action plan  | <a href="https://dsba.edu.in/naac/uploads/29-Mar-2022-19-33-33-PM-409-9ff5f7.pdf">https://dsba.edu.in/naac/uploads/29-Mar-2022-19-33-33-PM-409-9ff5f7.pdf</a> |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <a href="https://dsba.edu.in/naac/uploads/31-Mar-2022-16-13-43-PM-423-81e332.pdf">https://dsba.edu.in/naac/uploads/31-Mar-2022-16-13-43-PM-423-81e332.pdf</a> |

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

**A. 4 or All of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | <a href="#">View File</a> |

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)** Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- Yes at DSBA, facilities are available to segregate and treat various types of wastes generated which includes solid waste, liquid waste and e-waste.
- Bio-medical and hazardous chemical waste is not generated in the campus premises
- Treatment plants with required technology are available to treat and dispose the waste in the most appropriate manner

The details of wastemanagement system are outlined in detail below:

**Solid waste management-** The solid waste generated on campus is segregated into wet, dry, garden, sanitary and E-waste. Dry waste mainly comprising of plastic, paper and metal waste is disposed of through an authorized external agency which in turn will procedurally segregate and recycle them. Sanitary waste comprising of menstrual and cotton waste are appropriately segregated and

disposed of through an external agency. Wet Waste is predominantly generated in canteen, mess and garden. A small quantity of wet waste is also generated in academic blocks. consists of Biodegradable kitchen wastelike fruit/vegetable peels, tea leaves, coffee powder, egg shells, food scraps, sediments, leaves and flowers. Kitchen waste is sent through an external agency for appropriatedisposal. Leaves, flowers and twigs are compost and used asmanure for garden in the Institute.

Waste Recycling System- DSBA has a neighbouring engineering campus which also included the School of Architecture. Some portion of the Dry waste generated like papers and hard bound sheets are used by Schoolof Architecture as raw material for their studio works, Portfolios and for preparing basic furniture forstructures from waste. Excess of old paper, paper file, boxes etc are disposed through external agency. Most often all materials which can be reused are made available for reuse by staff and students.Staff members across campus reuse one side printed papers for rough work.

Liquid Waste Management- Sewage, laundry, hostel and canteen effluent waste is treatedusing Sewage Treatment Plant (STP) having a capacity of 120 KLD. 85 KLD of Reverse Osmosis (RO)processed water will be used for gardening, cleaning and forbeautifying the landscape.

Waste recycling system: The Campus has been designed to suit the natural gradient and taking advantage of this natural feature rain water harvesting pits are placed towards the east of the campus area . The water during the rains move through the path made along the pedestrian steps and the roads constructed for vehicle movement and reach the rain water harvesting pits. The water collected on the balconies and the terrace is directed towards the rain water harvesting pits through suitable drainage pipes to this ensures harvest of most of the rain water. Water thus collected is used for the purpose of gardening and washing in the campus and the excess, rain water replenishes the water table.

E-waste Management-All departments ensure to optimally utilize electronic resources available.Technical department will ensure to reuse electronic resource where ever possible. Equipment whichcannot be reused even after repair are dismantled and sent to recycle units through and external agencyinvolved in e- waste collection.

Bio medical waste:Health Centre in the campus produces very small



quantity of biomedical waste. Essential sterilisation equipment and destruction facility for used syringes is available in the infirmary. Biomedical waste like- hypodermic needles, syringes, broken glass, scalpels, and other wastes such as discarded medicines, dressing bandages, plaster casts, material contaminated with blood and others are all segregated and kept in a storage and then transported and sent for appropriate treatment and disposal.

| File Description  | Documents   |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | <a href="#">View File</a>   |
| Geo tagged photographs of the facilities  | <a href="https://dsba.edu.in/naac/uploads/29-Mar-2022-20-05-06-PM-410-d98c11.pdf">https://dsba.edu.in/naac/uploads/29-Mar-2022-20-05-06-PM-410-d98c11.pdf</a> |
| 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                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | <a href="#">View File</a> |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

| File Description                             | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | <a href="#">View File</a> |
| Any other relevant documents                 | <a href="#">View File</a> |

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

**7.1.6.1 - The institutional environment and energy initiatives 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                                       | <a href="#">View File</a> |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | <a href="#">View File</a> |
| Details of the Software procured for providing the assistance            | <a href="#">View File</a> |
| 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 socioeconomic and other diversities (within 200 words).

Yes DSBA provides unbiased support to all students irrespective of social, cultural and financial background.

EQUAL OPPORTUNITY CELL (EOC): DSBA's Equal Opportunity Cell is committed to provide a suitable enabling environment to all staff and students with special needs and those from deprived backgrounds.

The Equal Opportunity Cell (EOC) is dedicated towards ensuring that persons from across communal, regional and religious spectrums are able to access our pedagogical and extra-curricular resources and infrastructures with safety and dignity, and towards promoting diversity and inclusivity within and without the college.

Also, DSBA inspires the Young generation to imbibe Nationalism and contribution made by our great National Leaders by Celebrating:-

All National Festivals; Republic Day, Independence Day.

Birth anniversary of national leaders - Swamy Vivekananda, Ambedkar, Gandhi Jayanti Lal Bahadur Shastri Jayanti and Ekta Divas.

Religious festivals like Holi, Onam, Navaratri, Eid ul-fitr, Christmas.

Other important days like Teachers Day, Children's day, Women's day, Rajyotsava divas(State formation day) and Founders day.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

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

- Yes, DSBA conducts events and activities focusing on creating awareness about constitution, nationalism and national obligations.
- Activities such as Independence Day, Republic Day, Gandhi Jayanthi, Ekta Diwas, competitions in connection with celebrating National and religious festivities are a regular feature in the campus.
- NSS wing of DSBA organises sensitization and awareness events on Constitutional Obligations during the celebration of Gandhi Jayanthi

The Constitution lays down four universal values of Justice, Liberty, Equality and Fraternity. Further, responsible citizen abides by all the law and order of the country.

Constitutional obligation and social sensitivity are also imbibed in students through compulsory courses - Indian Constitution, Science and Society, Value education, Environmental studies and Public Health, Culture, Diversity and Society, Personality Development and Public Relations and Corporate Communication, included in the curriculum. These courses incorporate the values rights, duties and responsibilities as laid out in the constitution. Rights such as personal rights, religious rights, social rights, moral rights, economic rights, and political rights, etc. and liberty that is protected by the state, such as the right to free speech and religion are ingrained and imbibed by the students through the course.

Being a member of UN-PRME, DSBA promotes responsible behaviour among all students and employees.

| File Description   | Documents                 |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| 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 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 4. Annual awareness programmes on Code of Conduct are organized**

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

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

**Response:**

India is a land of multi-ethnicity where diverse people of different cultures live together with peace and harmony. National Festivals of India portray national unity and patriotism and unite the whole country under one roof and instil national integrity in the heart of the younger generation. It is the occasion when they are inspired by the sacrifices of our great leaders and freedom fighters who selflessly devoted their life for the country's freedom.

National festivals such as Gandhi Jayanti, the Independence Day and the Republic Day are celebrated with patriotic fervour in the campus.

Republic Day. This auspicious day is celebrated on January 26 to commemorate the adoption of constitution by flag hoisting ceremony and cultural programmes by the NCC cadets.

Independence Day is celebrated to mark the independence of India. On this day, various formal events including flag-hoisting and march-past, essay writing competition along with rendition of patriotic songs are organised in the campus.

Gandhi Jayanti motivate the young minds with the ideology of Mahatma Gandhi. Every year, this auspicious occasion is celebrated on October 2 with great zeal and enthusiasm. Eminent personalities are invited and honoured. They inspire and make the current generation aware of Gandhi Ji's life and struggle for independence.

In addition to the above at DSBA we celebrate the birth anniversaries of national leaders like; Swamy Vivekananda, Dr B.R Ambedkar, Lal Bahadur Shastri and Sardar Vallabhai Patel. These occasions help students to remember our freedom fighters and their unforgettable sacrifices.

Other important days like Teachers Day, Children's Day, Rajyotsava Divas (State formation day) and Founders Day are also celebrated at the campus as a reminder of the social, cultural history of the institution, state and nation.

International days such as Women's Day, Yoga Day and Environment Day are commemorated in the institution regularly. A day that celebrate women; highlights their achievements and pushes for gender equality is celebrated at the institute. Yoga is part of the curriculum and students and faculty participate in the events organised centrally. To commemorate environment day various activities like planting saplings, talks on environment, conservation of bio-diversity, water conservation, lake cleaning, river rejuvenation etc., are organised.

India is worldwide known for its cultural diversity and colorful festivals. Religious festivals like Holi, Onam, Navaratri, Eid ul-fitr, Christmas etc are celebrated with zeal and vigour. In addition, Ethnic Day is celebrated with fun and frolic. The

message of the celebration is to respect the tradition and cultures of the respective states by donning the traditional attire, performing folk dances and songs and devouring ethnic cuisine. This virtually show cases a "mini India" with the exhibition of rich and vibrant culture and heritage of our great nation.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | <a href="#">View File</a> |
| Any other relevant information  | <a href="#">View File</a> |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice 1

#### 1. Title of the Practice: Out Bound Training (OBT)

#### 1. Objectives of the Practice

The nub of OBT lies in taking a group of people away from their normal environment into the outdoors and placing a new, unfamiliar set of challenges before them. The program works on the principle that a team is thrown together in wilderness /adventure settings, where they have to fend for themselves/meet challenges. This leads to enhancing capabilities of individuals and the team.

The expected students' learning outcomes include interpersonal skills, problem solving skills, team building, conquering fear and inhibitions, feeling of comradeship, bonding, confidence building, trust and courage.

#### 1. The Context

In today's world, the need of the hour is for smart thinking,

swift action and effective people skills- qualities that are more effectively developed in an experiential setting than through class room teaching. Fun filled Outdoor learning with peers makes learning more interesting and students discover their abilities in solving number of challenges that could not be completely addressed in class room teaching situation.

The majority of our students belong to a background wherein they neither have got an opportunity nor been exposed to training in non-classroom situation. Most of them have been brought up in a sheltered and protected environment and grown up in a comfort zone and hence, have never experienced an overnight camp life under supervision. Only a handful of the students, mostly boys have had any experience of adventure activities or simulated situations. Girls have never experienced an overnight adventure camp.

#### 1. The Practice

Groups of students are taken to a nearby rocky terrain in a thinly populated region for overnight adventurous camp. Students are divided into teams and the activities planned aims at experiential learning, enhancing confidence and overcoming mental blocks. The adrenal pumping activities are a combination of thrill, excitement and fun. Some activities that are conducted challenges the participants' analytical and problem solving skills, helps develop a feeling of comradeship and encourages team bonding.

The activities during OBT tests one's mental and physical endurance and prompts to finding more courses of actions and select the best for a given challenge. It helps individuals unlock their potential, manage time, anger and stress as well as enhance leadership and team building skills.

Students build their own tents and stay in these temporary shelters overnight thereby experiencing the wild during the night and also overcome fear in a supervised environment. Students enjoy campfire, dancing and cooking during the night. Activities during the camp such as Morning walk, Rappelling, Zip line and Jumarring, Trekking, Chimney Climbing etc., and creative team building activities enthral students.

#### 1. Evidence of Success



Outbound training program has been conceptualised and designed to offer external experiential learning opportunities to students. Institution identifies and selects popular adventure training teams and locations. Starting from the academic year 2014-15, every year first year students are taken to a nearby place around Bangalore for this training and there has been no break in any academic year. Students, after completing the two day event still rare to go for more activities and cherish the learnings for a long time. Significant difference in the outlook of students towards academic, extra-curricular and co-curricular activities is observed post OBT. Majority of the student's exhibit confidence in their abilities and preparedness to take up challenges and students develop positive attitude and feel that nothing is impossible when a sincere effort is put towards it. Prior to the camp, a large number of girls who lacked the opportunity to exhibit their behavioural traits and those who were subdued were able to shed their inhibitions, display their confidence, became more responsive and enhanced team bonding post OBT.

#### 1. Problems Encountered and Resources Required

The success of a training program of this nature depends on co-ordinated and efficient use of resources. DSBA has tied up with a professional organization which has expertise in conducting experiential training and adventure training program. The equipment required during the camps are mobilised by this organisation and trained professionals guide and supervise students while they perform the activities. Necessary first aid facilities for medical emergency and hygienic food are natural inclusions during the camp.

- In spite of all necessary requirements taken care of, the natural terrain and weather conditions at times pose challenging situations. Extreme Heat or rains can spoil the plan and leave activities incomplete.
- At times some students fall sick during the camp due to various reasons which might even include exhaustion. There are limited basic facilities like wash rooms, and students are expected to manage themselves appropriately and be on time for all activities.
- OBT is a mandatory and some parents from conservative and traditional background may not be willing to send their girl child for a night out event. Convincing them that their wards are in a very secure environment along with a responsible lady faculty, poses as a challenge for the institution.

## 1. Notes (Optional)

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).

Any other information regarding Institutional Values and Best Practices which the Institution would like to include.

### Best Practice 2

#### 1. Title of the Practice: Training from Centre for Innovation and Leadership

##### 1. Objectives of the Practice

CIL Training has been designed with an objective of providing continuous learning and keeping one - self updated with the latest with respect to developing skill components among students along with providing knowledge through academic curriculum, an attempt is made to involve students in various activities that hone required skills and prepare them for corporate challenges. The program aims at providing Innovative soft skill training to enable individuals to become champions and sustain high level performance.

### The Context

Bridging the gap between pure academic learning and corporate realities and demands is an ever existing challenge for academic institutions. DSBA continuously strives to bridge this gap and training through CIL is one such attempt. Training modules are designed to provide an opportunity to interact with experts from various corporate sectors, academicians and achievers.

##### 1. The Practice

At the beginning every semester, while designing the calendar of events CIL training program are incorporated in to the schedule. Students of all the UG programs undergo training programs on various topics such as communication skills, leadership and emotional quotient, presentation skills. Team building and interpersonal skills, personal effectiveness, Aptitude training, writing and listening skills, group discussion, interview skills, self-introduction are among other essential skills for creating a

niche for themselves in their career path. Different modules are introduced to students during different semesters, each module spanning two to three days. Students who complete all the modules successfully are appreciated with a certificate of course completion.

#### 1. Evidence of Success

Through the years it is noticed that students after going through the training program show much more confidence in attempting placement selection tests. Performance of students in aptitude tests and initial selection rounds has improved and can be attributed to the training. The percentage of students who are getting placement offers, over the years, has improved significantly. Students are also found to be more confident of interacting with senior executives from the corporate and engage in meaningful conversations.

#### 1. Problems Encountered and Resources Required

The resources required for conducting the training include domain experts, technological support and sufficient space to accommodate the participants. Centre for innovation and leadership organises for the resource persons and the technology. We at DSBA provide laboratory/a seminar hall with a projector system to accommodate training. However accommodating the training program during the semester which matches the availability of the trainers and the university calendar has been a challenge.

#### 1. Notes (Optional)

- Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).

| File Description                             | Documents                 |
|--|---------------------------|
| Best practices in the Institutional web site | <a href="#">View File</a> |
| Any other relevant information               | <a href="#">View File</a> |

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

**Response:**

With a vision "To become a centre of excellence in education, research & training and to produce citizens with values and exceptional leadership qualities to serve national and global needs", DSBA has adopted the principles and framework of United Nations Principles of Responsible Management Education (PRME) and has been involved in actions to realize PRME goals through various activities.

To realise the vision of creating global leaders who can adapt to changing market demands and serve national and global needs with ethical approach, the institution has identified the following core values.

**Knowledge:** To impart knowledge and enhance the ability to understand core concepts of the program.

**Communication:** To enhance ability to utilize oral, written, listening and non- verbal communication skills to effectively interact with others.

**Inquiry and Analysis:** To improve the ability to apply theoretical aspects of commerce, management and computer science disciplines to arrive at feasible solutions in real situation.

**Reasoning and Critical Thinking:** To instil logical and critical thinking that is responsive and guided by intellectual standards such as relevance, accuracy, brevity and clarity.

**Technological Advancement:** To keep pace with global technology trends and expose students to technological advancement and prepare for success in the work place.

**Diversity:** Encourage students to understand, articulate and accept the importance and influence of diversity within and between cultures and societies.

**Sanskar:** The ability to commit to standards of personal and professional integrity, honesty and fairness.

With the focus on these core values, the institution has aligned itself with the following UN-PRME Principles

#### PRME Principle 1 - Purpose

DSBA fathoms the students' desire to learn and grow, make a living and carve a niche for themselves. Therefore, the institution helps students encounter new ideas and challenges and shape their future and develop them into mature, responsible and independent adults and organises activities and events such as

- National and International conferences.
- Faculty Development Programs.
- Workshops and Seminars.
- Faculty Research work publications
- Bringing out Bi-annual in-house journal with ISSN.
- Domain Specific Certification courses.
- Training programs, Seminars and workshops.
- Placement assistance workshops to familiarize students about the career options and choose the best, based on their interest and abilities.
- Internships and Live projects help students to explore their managerial potential.
- National Service Scheme [NSS] activities.
- Village empowerment program.
- National Cadet Corps [NCC] activities.
- Skill development course required to develop and design computer applications
- Mentoring and learning sessions
- Sessions by Entrepreneurs
- Interactions with start-ups
- Business plan writing sessions.

#### PRME Principle 2 - Values

The core ethical values that students inherit - pursuit of excellence, fairness, leadership, integrity and transparency, diversity to name a few, while pursuing academics at DSBA go a long way in ensuring holistic development in students and help them in achieving professional goals. Activities sensitise students and develop social and moral values. Students involve in community service and spiritual activities, leadership education, outbound training and extra-curricular activities which promote unity in diversity and social sensitivity.

#### PRME Principle 3 - Methods

DSBA uses educational frameworks, materials, processes and environment that enable effective learning experiences for responsible leadership. Starting from the orientation program in the first semester, Students go through learning in classroom environment and experiential learning outside the class room. Involvement of students in Case study discussions, presentations, industry visits and project work enhance student learning and promote responsible behaviour.

#### PRME Principle 4 - Research

To promote inquisitive learning students are motivated to take up internships for better understanding of market practices. Faculty involve in research activities of their choice and bring their learnings to class rooms. Students are involved in field work and data collection that promotes inquiry based learning.

#### PRME Principle 5 - Partnership

For efficient and effective delivery of augmentation and enrichment program at the campus, DSBA has partnered with professional organizations such as NICT, ProEdge, Coral Marketing, NEN and Startup-Curations. To design and execute extension activities the NSS unit at DSBA is in constant touch with NSS office at Bangalore University. The NCC wing executes its activities under the super vision of 2KAR BN NCC office. For the success of Global captivation program, DSBA partners with International Universities at International destinations. These Partnerships have proven to be successful in achieving the set objectives for various activities.

#### PRME Principle 6 - Dialogue

To facilitate and support dialogue and debate among educators, students, business, government, consumers, media, and civil society organisations and other interested groups and stakeholders on critical issues related to global social responsibility and sustainability and in order to develop a new generation of business leaders, capable of managing the complex challenges faced by business and society in the 21st century, DSBA has organised conferences, workshops and Guest Lectures.

Ms.P.G Pratyusha of B.Com Program participated as one of the panel members in PRME India Chapter Meet 2021 organised by SP Jain Institute of Management and Research, Mumbai, on 10th Dec, 2021.

Some of the other initiatives during last five years are

1st International Conference - "Challenges and opportunities for developing sustainable RUBAN society", February 2015.

2nd International Conference - "Responsible Management Education - Key to Holistic Development of Society", October 2016.

3rd International Conference - "Challenges, Opportunities and Trends in New Age Management Education", February 2018.

4th International Conference, "Information to Knowledge to Wisdom- Multidisciplinary Approach to Research", Mar 2019.

During the last five years, more than 30 guest lecture sessions and workshops are organised in campus

These events have provided ample opportunities for exchange of ideas and learnings.

The institution is aiming to work on few of the Sustainable Development Goals (SDG) from the 17 listed by the UN by partnering with the Art of Living Foundation.

By adopting UN-PRME, DSBA has been successful in creating a sense of responsibility among students and align academic activities with institutions vision.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- Yes. Dayananda Sagar Business Academy plans and delivers curriculum and documents the same. The process of planning and delivery is based on university calendar of events.

Dayananda Sagar Business Academy is affiliated to Bangalore University and hence, follows the curriculum prescribed by the university, and the college does not have the liberty to develop and implement its own curriculum. Notwithstanding, efforts are made, within the limitations of the prescribed framework, to supplement the curriculum wherever deemed necessary.

#### Curriculum Planning

- During COVID pandemic period technology platforms like ZOOM / Google classroom / GoogleMeet were used to deliver courses online.
- Faculty designed the learning resources in advance and shared it with students to help them learn and understand better.
- Prescribed curriculum / updates on the curriculum by the Bangalore University is received by the Head of Department. Same is discussed among Principal, Dean, HOD and faculty members.
- Upon receiving the Bangalore University's Calendar of events, the HOD makes the semester calendar of events for implementation. This includes the academic, co-curricular and extra-curricular activities planned for the semester.
- The course titles & syllabus are circulated & faculty's preference /choice of the courses is taken into consideration.
- Course allotment is done based on the faculty's choice, experience, qualification and Competence. HOD consults Principal/Dean and intimates the faculty about the course allotment.
- Faculty makes a lesson plan in the work diary for a



period of sixteen weeks for the courses allotted to him/her.

- Session wise lesson plan for the course is uploaded on MyDSI portal, an e-governance platform developed and maintained by DSI.
- Faculty members are encouraged to attend orientation programs conducted by Bangalore University on CBCS Curriculum, to get themselves updated with the changes in the program outline, course syllabi and reference books for the course.
- Eminent academicians and industrial experts are invited during the semester to or deliver lectures on current trends related to curriculum.
- Certificate /Value added courses are chosen and offered to the students based on the current trends and relevance in the job -market.
- Meeting with industry experts in the form of Focused Group Discussion (FGD) to understand the industry needs is organised and planning for new courses and training modules to fill in curriculum gaps are undertaken.
- Recommendations to modify syllabus are conveyed to Bangalore University through question paper setters and evaluators.

#### Course Delivery

- Class engagement and daily activities are updated on MyDSI portal.
- Progress of lesson completion is monitored by HOD/Dean/Principal.
- Syllabus completion reports are taken at the end of the 5th and 13th week. These are followed by the Internal examinations.
- Remedial classes are conducted for slow learners.
- Pedagogical tools like role play, presentations, peer discussion, case discussion are adopted by faculty to ensure active student participation.
- Industry visits/internship/Field projects add to student learning experience.
- Faculty are encouraged to attend and participate in conferences/ seminars/FDPs /BOE/BOS so as to increase effectiveness in their teaching.
- Bridge programme with an academic curriculum is offered to the first semester students before the commencement of the regular classes to prepare them for the intellectual challenges lying ahead.

- After the completion of the syllabi, feedback is taken from the students on faculty performance, course outcomes and content delivery.
- Once the end semester results are announced, result analysis is carried out and the curriculum outcomes are reviewed.

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | <a href="#">View File</a> |
| Link for Additional information     | Nil                       |

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- Yes. DSBA prepares and adheres to the academic calendar in line with the university academic calendar.
- CIE is an integral component in the institute's academic calendar.
- The process of planning and implementing CIE is as explained below:
  - Academic year starts as prescribed by Bangalore University. The university calendar for the academic year includes plans for academics and examination activities based on the available working/teaching days as per university norms.
  - DSBA Academic calendar indicating Commencement of the semester, Last working day, Commencement of Examinations (theory and BCA practical) is prepared by HOD with the approval of Principal two weeks prior to the commencement of the semester and issued to Faculty and Students.
  - Academic calendar includes the conduct of Continuous Internal Evaluation (CIE).
  - The internal assessments tests for theory and lab are conducted as per the academic calendar.
  - DSBA conducts two internal examinations, scheduled around 6th and 14th week of the semester.
  - Quiz/case studies/class assignments/skill development activities/tests/home assignments/project group work/student presentations are regularly conducted

throughout the semester by the respective faculty members to assess the students' learning.

- The Institute conducts extra and co-curricular activities including fests and club activities in accordance with the schedule in the academic calendar which provides a platform for the students to organise, perform as well as improve their talents.
- Students absenting themselves from college regularly and not maintaining 75% attendance in each course are forewarned by the class coordinators and if the issue persists, irregular students' parents are informed about their low attendance. In addition, Monthly attendance report is prepared and the students and parents are informed about the same.
- The college mentoring program provides guidance, advice and assists students in making their college experience successful and satisfying. Students can meet their mentors whenever required; certain Saturdays are earmarked for mentoring
- Students who have not been able to take the internal examinations due to various commitments/illness are given the test separately by the respective faculty members.
- Parent Teacher Meeting is conducted after the first internal exam to review the student's attendance and the internal examination marks.
- Low performers are identified and at the end of the semester, remedial classes are conducted to help them.
- Before the close of the semester, all students are expected to answer Bangalore University question papers of the previous five years and get them corrected for errors if any. This ensures that the students are aware of the format of the question paper and are ready for the semester end exams.
- Based on the academic tests conducted, assignments given; internal marks are calculated by subject faculty.
- The IA marks are uploaded in the university portal by the corresponding subject faculty before the University Examination.
- Students can appear for the university examination, only if he/she attains a minimum of 75 percentage attendance in each subject.

Internal Evaluation Parameter

Schedule Date as per the Academic Calendar

**1st Internal Examination**

6th week

Display of 1st Internal Marks

6/7 week

**2nd Internal Examination**

14th week

Display of 2nd Internal Marks

14/15 week

Assignment Submission / Evaluation

After completion of every Unit

Answering past 5 year BU question paper

14/15 week

Re-test after Remedial classes

After last working day

| File Description                     | Documents                 |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | <a href="#">View File</a> |
| Link for Additional information      | Nil                       |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation**

**B. Any 3 of the above**

| process of the affiliating University   |                           |
|---|---------------------------|
| File Description  | Documents                 |
| Details of participation of teachers in various bodies/activities provided as a response to the metric                              | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |
| <b>1.2 - Academic Flexibility</b>   |                           |
| <b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>         |                           |
| <b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>   |                           |
| 3   |                           |
| File Description  | Documents                 |
| Any additional information  | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings  | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template)   | <a href="#">View File</a> |
| <b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>   |                           |
| <b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b> |                           |
| 4   |                           |
| File Description  | Documents                 |
| Any additional information  | <a href="#">View File</a> |
| Brochure or any other document relating to Add on /Certificate programs   | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )   | <a href="#">View File</a> |
| <b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>  |                           |
| 152   |                           |

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

152

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

- Yes. Academic delivery at DSBA includes cross-cutting issues along with the given curriculum.
- In addition to the courses mandated by the university issues on gender, environment, human values, culture, so on and so forth are integrated through seminars workshops and guest lectures.

Core courses prescribed by Bangalore University which address Gender, Environment and Sustainability, Human Values and Professional Ethics are as follows:-

**Program**

**Semester**

**Course**

**Remarks**

**BBA**

**II**

- Organizational Behavior

**Professional Ethics, human values**

**BBA**

BBA and B Com

III

III

- Business Ethics
- Soft Skills for Business
- Science and Society

Professional Ethics, human values,

Environment and Sustainability

B Com

II

- Environment and Public Health

Environment and Sustainability

B Com

III

- Business Ethic
- Public Relation and Corporate Communication

Professional Ethics, human values

BCA

I

- Environment and Public Health

Environment and Sustainability

BCA

III

- Society, Culture and Diversity

human values

BBA, B.Com, BCA

IV

- Personality Development

Professional Ethics, human values

B.Com, BBA

VI

- Value Education
- Creativity and Innovation

human values

The institution organises various other activities which give students hands on experience on the above issues:-

1. Society Orientation: The college NSS/NCC team creates awareness among the people of surrounding villages on various issues. The Institution conducts many programs such as, blood donation camps, Social awareness programs & welfare services, computer awareness program for public, especially in rural areas, organizing rally on creating awareness on cleanliness, and volunteer services to schools and villages.

2. Human values: Community service, Visiting old age home, share a blanket, dental/Health check up, distribution of food to the poor, volunteering for flood relief etc.

3. Professional Ethics: Personal and professional standards of behavior expected as professionals are instilled in the students by enforcing discipline and motivating them to strive for Excellence, having an eye for details, Meeting the deadlines, developing Empathy and Compassion, being Trustworthy and Honest and having a Positive attitude.

4. Environment and sustainability: The NCC Cadets and NSS Volunteers take up social initiatives like Swachatha program, river rejuvenation program, tree plantation drive, rain water harvesting etc.

5. Guest Lectures: To drive home the point in the students



about the importance of the burning issues related to the Nation, society, environment and its sustainability.

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | <a href="#">View File</a> |

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

89

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Programme / Curriculum/ Syllabus of the courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses                    | No File Uploaded          |
| MoU's with relevant organizations for these courses, if any   | No File Uploaded          |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | <a href="#">View File</a> |

### 1.3.3 - Number of students undertaking project work/field work/ internships

232

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| URL for stakeholder feedback report  | <a href="#">View File</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | <a href="#">View File</a> |
| Any additional information(Upload)   | <a href="#">View File</a> |

**1.4.2 - Feedback process of the Institution may be classified as follows**

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

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| URL for feedback report           | Nil                       |

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**300**

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

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

#### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

150

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 2.2 - Catering to Student Diversity

### 2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

- Yes. DSBA assesses and identifies slow and advanced learners during the first semester orientation program.
- Assessment is conducted also through continuous internal evaluation (CIE)
- Slow learners are given with bridge programs, remedial classes, peer-tutoring support system and mentoring process by the respective faculty.
- Advanced learners are encouraged to participate in competitions at various levels, support slow learners via peer tutoring, organize and participate in various club activities. They participate in committees and thereby contribute to the betterment of overall student fraternity and institute's performance.
- During Pandemic, student survey was conducted to assess the reach and effectiveness of online teaching. The Institution could identify students who were lagging behind compared to their peers. Special classes were engaged with an emphasis on the students who found difficulty with regular online teaching. This also ensured a better one to one interaction with the students.

- The institution assesses students based on:-
  1. Marks scored in the qualifying examination and interaction during orientation programme
  2. Classroom participation
  3. Interaction and observation by course faculty
  4. Cumulative performance through CIE throughout the year
- In every semester course faculties ensure that industry experts and professionals from various fields address the students and prepare them for the challenges and expectations of the industry.
- You-tube videos, Ted-talks, BBC English learning site etc are used to overcome the language acquisition difficulties, like stammering and diction thereby making learning more fun and effective.
- Keeping the requirements of slow learners in mind, Remedial classes are organized to clarify the doubts and re-inforce certain difficult concepts to improve the performances of slow learners. Previous years question papers are discussed in the remedial classes and students are encouraged to solve the model papers.
- Students are part of different management clubs and committees that cater to curricular, co-curricular and extra-curricular activities. This gives an opportunity to every student to excel and enrich themselves. The class coordinators and course faculty closely monitor them.

#### Strategies for Advanced Learners

- The advanced learners, are encouraged to participate in case study competitions, inter collegiate competitions and paper presentations across various universities. Advanced learners are motivated to read beyond the syllabus; and are assisted by faculty in the process. They are also given opportunities to make presentations on industry relevant aspects to enrich their knowledge.
- Advance Learners are assisted in their academics which would enable them to secure university ranks and centum in various subjects by special guidance and time management skills.
- These students are guided to become Team Leaders and counsel their peers in "Peer-tutoring" sessions.

| File Description                  | Documents   |
|-----------------------------------|---|
| Link for additional Information   | <a href="https://dsba.edu.in/newseventsdetail.php?year=2020&amp;id=476&amp;desc=++Bridge+Program+on+Virtual+Mode+for+First+year+UG+Students+">https://dsba.edu.in/newseventsdetail.php?year=2020&amp;id=476&amp;desc=++Bridge+Program+on+Virtual+Mode+for+First+year+UG+Students+</a><br><a href="#">++++</a> |
| Upload any additional information | <a href="#">View File</a>   |

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 532                | 25                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

- Yes. DSBA follows student-centric methods in teaching and learning processes.
- In addition to project work required as per curriculum, DSBA enhances entrepreneurial abilities, critical thinking and analysis, team spirit, negotiation skills so on and so forth, involve students in Market-Research and feasibility study, consumer-research, etc., for small scale start-ups and thereby enhance student learning.

Notwithstanding the pandemic, DSBA organised events such as:

- To enhance Problem solving and Critical thinking skill, Faculty and Students involvement in a Market potential survey for a Quick Service Restaurant.
- paper presentations by students, discussions, seminars, lectures etc., to make teaching-learning process student-centric.
- Skill Development Activity classes assist students in their presentations/projects.
- Club activities to involve students in various extra and co-curricular, inter/intra departmental, inter/intra-

college events.

- Webinars by Eminent personalities from diverse fields are invited to address students in Seminars, ability development programmes, workshops and group Discussions.
- Research based group projects of academic as well as practical importance are assigned to the students which helps them in reflective thinking, problem solving and to logically analyse associated curriculum.

#### Participative Learning:

- Through club activities, International conference and Seminars, DSBA nurtures the myriad talents of students and allows their creative selves to blossom. Amongst students.
- Centre for Innovative Leadership and Centre for Career Progression conducts various career oriented and leadership programmes to prepare students for professional needs.
- Academic Curriculum of the University encourages student centric learning approach by including ICT and media usage during lectures and classes, workshops, Field trips, add on courses, seminars, competitions etc.
- E-business, Tally, Financial modelling, CorelDraw, Python and MS Office etc. ensure the students are industry ready. Business-lab activities and virtual trading sessions ensures participative learning.

#### Problem Solving Methodologies

- The activities like brain storming session, issues reflecting on crises management and product launch etc. help students to widen their thinking capabilities under extreme time constraint.
- Students' involvement in the minor projects empower them to think critically and analytically to come up with alternate solutions.
- Regular assignments, class tests, unit tests and quizzes reinforce the level of understanding and ensures competitive spirit among students.
- Students learn problem solving techniques while coordinating various events through the academic years
- To inculcate critical thinking among students group discussions and debates are organized in which students

explore new ideas and enhance their performance level as well as find answers to problems which are posed to them.

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| Link for additional information   | <a href="https://dsba.edu.in/naac/uploads/12-Mar-2022-11-16-16-AM-369-f700db.pdf">https://dsba.edu.in/naac/uploads/12-Mar-2022-11-16-16-AM-369-f700db.pdf</a> |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- Yes, to ensure seamless delivery of teaching learning process, at DSBA, Wi-Fi facility is made available and faculty use technology (ICT) for effective teaching and learning processes.
- During the pandemic teaching sessions were conducted through licenced Zoom platform and internal exams through Google classroom and Google meet. Google classrooms are used by faculty to conduct tests and monitor assignments.
- In-house ERP system [www.MyDSI.Org](http://www.MyDSI.Org) facilitates faculty to record and share course notes on the platform. Lesson plan, Time Table, Internal assessment schedule , student attendance, student internal assessment record are maintained through ERP.
- student feedback sessions, parents teachers meeting and feedback sessions were seamlessly conducted through online platforms.

Hybrid model of teaching through online and offline , using audio visual resources for explaining various concepts and application, conducting students presentation and discussion in online platforms are integral part teaching learning process.

The seminar Halls are fully equipped with acoustically designed PLUG and PLAY facility to give enriching learning experience for stake holders during guest lectures, seminars and student club/Forum activities etc. A state of Art Auditorium with cutting edge technology is in the finishing stages.

| File Description  | Documents   |
|---|---|
| Upload any additional information   | <a href="#">View File</a>   |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="https://dsba.edu.in/naac/uploads/17-Mar-2022-12-56-15-PM-376-07c439.pdf">https://dsba.edu.in/naac/uploads/17-Mar-2022-12-56-15-PM-376-07c439.pdf</a> |

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

25

| File Description  | Documents                 |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | <a href="#">View File</a> |
| Circulars pertaining to assigning mentors to mentees                | <a href="#">View File</a> |
| mentor/mentee ratio   | <a href="#">View File</a> |

### 2.4 - Teacher Profile and Quality

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

25

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | <a href="#">View File</a> |
| List of the faculty members authenticated by the Head of HEI     | <a href="#">View File</a> |

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year



5

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | <a href="#">View File</a> |

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

98

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Yes DSBA's internal assessment is transparent, flexible and robust. The institute follows the regulations of Bangalore University for the internal evaluation process of the theory & practical subjects. Students enrolled for the first year are oriented about the process of internal evaluation during the orientation session and bridge programme. They are informed about the continuous assessment criteria for calculation of internal marks which forms 30% of the total marks in each course. Two internal examinations, class participation, presentation on various topics, quiz, Co-curricular and extra-curricular are part of continuous assessment process.
- Class participation is assessed using attendance and interaction in class. Class participation includes participation in class discussions, submission of assignment on time, presentation and other academic

requirement during the class. This component carries 10 marks out of 30.

- As per the university norms, every student is expected to attend at least 75% of the academic sessions and therefore any student falling short of 75% will be ineligible to appear for university examinations. For all eligible students a maximum of 5 marks (out of 30) will be awarded for attendance as indicated below:

Attendance (%)

Marks

>95

5

90 - 95

4

85 - 90

3

80 - 85

2

75 - 80

1

- For a course assigned with maximum of 30 internal marks, the break-up of the Internal assessment marks is as under:-

S.No

Activity

Maximum Marks

1

**Attendance**

5

2

**Internal Exams**

15

3

**Class Participation**

5

4

**Skill Development/ Assignments**

5

**Total**

30

- Two Internal examinations are conducted during every semester and carries 50% weightage (15 out of 30) in the internal assessment marks. The 1st internal is conducted after about 40% of the syllabus is completed/around 6th week and the 2nd internal is conducted after about 90% of the syllabus is completed//around 14th week of the semester.
- The process of internal evaluation starts at the classroom level. Subject teachers evaluate the internal examination answer scripts and return them to the students with the counselling classes on how to improve the answers.
- Before the commencement of the BU practical examinations, internal practical exams are conducted for BCA programme

students and marks for the same are displayed on the notice boards.

- Assessment of students' Involvement in Extra Curricular & Co-Curricular Activities is a part of University requirement as well as continuous evaluation. Each of the activities namely YES!+, Sports, NCC, NSS and Club Activities carry 20% weightage and a maximum of 50 marks is allotted to Extra - curricular and Co- curricular activities.
- Each course has Skill component and a maximum marks of 10 is allotted based on the assessment of 5 skill development activities.
- Slow learners who have scored low are permitted to improve their marks by redoing the project/ assignment / tests. Subject faculty with the concurrence of HOD, are fully empowered to suggest the re-assessment of the total marks with the approval of the Principal.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

- With respect to internal examinations, DSBA conducts two internal examinations during a semester. Calendar of events includes the details on schedule of internals, evaluation and Parent - Teacher meeting. Circulars before the exams also keep the students informed about the exam time table. Class teachers and course faculty discuss students' performance and offer assistance whenever required. Students are well aware that their final marks is a combination of external marks - based on their performance in the final university examinations and internal marks - based on the continuous evaluation during the semester. Students are also aware of the components and criteria for calculation of internal marks which will be submitted to the university and therefore usually there are no grievances. The internal marks for all the courses will be informed to students by the

subject faculty and any issues if exists will be resolved immediately. Parents are updated about their ward's performance regularly telephonically/ and during the parent - teacher meeting.

- Examination committee along with program coordinators and HOD prepares the timetable of internal exams for each semester. The internal exams are conducted for the purpose of allotting internal assessment marks and academic progress. After the evaluation of the 2nd internal examination answer scripts, remedial or revision classes are conducted dependant on the performance of the student. This enhances the slow learner's performance. These internal examinations help the 1st semester students to understand the BU exam process as they have come from a School/Board system.
- The break-up of the Internal assessment marks is as under:-

S.No

Activity

Marks

1

Attendance

5

2

Internal Exams

15

3

Class Participation

5

4

Skill Development/

Assignments

5

Total

30

- For the transparency during the exam and curbing any malpractices Examination committee has an In-house Squad, who keep a close watch during the conduct of the internal examination.
- Subject teachers evaluate the internal examination answer scripts and counsel the students on how to improve their answers. Internal assessment marks are displayed by the HOD on the notice board.
- After the results are declared students with the revaluation request or any dispute in the results can approach the HOD who further takes the matter to Student Grievance Redressal Cell and Exam Committee who in turn will advise the concerned faculty for necessary action.
- In the case of a dispute in the internal assessment marks, the concerned faculty will review the marks with the HOD along with examination committee, student grievance cell, online MyDSI details, attendance details maintained by the faculty, Exam answer scripts as well as the assignments submitted.
- HOD reviews and scrutinises the marks, and will suggest modifications wherever necessary. Students who are still not satisfied with the decision can escalate the matter to the Principal whose decision will be final and binding.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- Yes students and faculty are aware of the stated programs and course outcomes.
- Program outcomes and program specific outcomes are displayed in the department and also on the DSBA web page
- Course outcomes are discussed by the respective faculty before commencement of the course

DSBA offers three under graduate programs viz. Bachelors of Commerce (B Com), Bachelors of Business Administration (BBA) and Bachelors of Computer Application (BCA). The academic focus is on understanding of Concepts, Application, Analysis and Integration of learnings from different courses.

Institution displays its vision, mission, objectives, programme outcomes and course outcomes on the website. The same has been conveyed to first year students during the College orientation programme and to all students at the beginning of every semester. Based on the program requirements students are given opportunity to involve themselves in various co- curricular and extra-curricular activities.

In alignment with the vision and mission of the institute, the broad based program outcomes are:

Program Outcomes

Students will demonstrate

- Conceptual Understanding
- Ability to Apply concepts
- Ability to Analyse and Integrate learning from various courses
- Creativity, Confidence and Communication skills.

B Com Students will exhibit:

- Conceptual Understanding of the subject matter
- Ability to Relate and Apply concepts of commerce to Trade and Commerce
- Ability to evaluate the legal, social, and economic environments of business
- Understanding of Global Business Environment
- Effective Oral and Written professional communication skills

BBA Students will exhibit:

- Understanding of Management Concepts
- Ability to Analyse, Integrate and Apply concepts of functional areas of Management
- Understanding of Legal and Ethical obligations of business
- Understanding of Global Business Environment
- Ability to evaluate the legal, social, cultural and economic environments of business
- Ability to make business decisions for real time problems (through projects)

BCA Students will exhibit:

- Conceptual understanding of Computer science and Technology.
- Ability to Apply concepts and write Programs to provide solutions for real life problems.
- Ability to learn and adapt changing technological trends

Course outcomes: Are articulated by faculty teaching a particular course in the beginning of the semester. At the beginning of every unit teachers articulates on the learning outcomes which makes the teaching learning process more fruitful.

Course outcomes are measured using end of the course Multiple Choice Questions (MCQs) examinations(refered as Learning outcomes) and the results are tabulated by the course faculty. The MCQ question paper is designed with questions on concept, analysis, application and integration of courses taught during the semester in order to measure the set outcomes. The course outcomes are said to be realized when at least 75% of students



score more than 50% marks. The program specific outcomes are realized when at least 75% of students score more than 50% marks on an average based on all the courses of the semester. Program outcomes are realized when 75% of students from all the three programs score 50% or more marks.

The institute ensures the evaluative learning process by adopting 3 pedagogical strategies:

1. Instructions: Instructing the students during various stages of their UG programme

2. Designing the learning unit: Although Institute follows the syllabus prescribed by BU; it gives the add on courses designed to full fill the Course outcomes.

3. Delivery and achievement of the course: Student's academic, co- curricular, sports and outstanding performances along with the number of placements are examples of programme outcomes.

| File Description                                     | Documents   |
|--|---|
| Upload any additional information                    | No File Uploaded  |
| Paste link for Additional information                | <a href="https://dsba.edu.in/bcom_program.php">https://dsba.edu.in/bcom_program.php</a> |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a>   |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- Yes. Outcomes attainment is evaluated using direct measure viz., multiple choice questions (MCQ) based test at the end of the semester for every course.
- Upon evaluating students' performance under MCQ test, faculty arrives at a conclusion about the attainment of course outcomes.
- Combined evaluation of all courses leads to assessment of program specific outcome attainment. All program specific outcomes together will lead to evaluation of program outcomes attainment

However, during the pandemic the regular outcomes assessment test could not be conducted and therefore the attainment level is not available.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional information | Nil                       |

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

138

| File Description   | Documents   |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a>   |
| Upload any additional information  | <a href="#">View File</a>   |
| Paste link for the annual report   | <a href="https://dsba.edu.in/naac/uploads/30-Mar-2022-17-07-53-PM-417-49cc54.pdf">https://dsba.edu.in/naac/uploads/30-Mar-2022-17-07-53-PM-417-49cc54.pdf</a> |

### 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://dsba.edu.in/naac/uploads/30-Mar-2022-16-30-44-PM-416-ad711c.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

| File Description  | Documents        |
|---|------------------|
| Any additional information  | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template)             | No File Uploaded |

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

| File Description  | Documents        |
|---|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| Any additional information                                    | No File Uploaded |
| Supporting document from Funding Agency                       | No File Uploaded |
| Paste link to funding agency website                          | Nil              |

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

34

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

6

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

0

| File Description  | Documents        |
|---|------------------|
| Any additional information  | No File Uploaded |
| List books and chapters edited volumes/ books published (Data Template) | No File Uploaded |

**3.3 - Extension Activities****3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year**

- Yes. DSBA is active in reaching out to community needs. Through the NSS and NCC wings of DSBA, multiple activities are being conducted in nearby villages, government schools and Urban Primary Health Centres. Especially during COVID-19 lockdown, DSBA has involved itself in distributing free food-kits, free medical-kits, hygiene products to the needy.
- DSBA conducted awareness camps about Covid appropriate behaviour, supported Karnataka State education board in conducting 10th standard examination and taught children who were preparing for 10th standard examination.

- DSBA also conducted awareness camps on importance of nutritious foods, drug abuse, gender sensitivity to young students.
- In an attempt to provide inclusive medical support in the nearby community, a medical profiling survey was conducted and free health cards were distributed with the support of CDSIMER
- In collaboration with Kaggalipura Community Health Center DSBA NSS Volunteers were involved in COVID vaccination drive.
- In collaboration with Kaggalipura Community Health Center DSBA NCC wing organised vaccination drive for faculty, staff, students and parents.
- In order to create environment sensitivity sessions with environment activist were conducted. Sapling plantation drive, creating eco-friendly paper covers for seeds germination and impact of pollution were some of the topics discussed during the sessions.
- To create awareness about Entrepreneurial opportunities in rural India, NSS wing conducted workshops on rural entrepreneurship development were conducted. Students were encouraged to identify business opportunities and create business ideas which will benefit rural population. Further NCC wing organised social media campaigns on 'Aatma Nirbhar Bharat Abhiyan' promoted by Government of India.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/newseventsdetail.php?year=2020&amp;id=499&amp;desc=Interactive+Web+Session+on+Conscious+use+of+Technology+and+D+e-Addiction+">https://dsba.edu.in/newseventsdetail.php?year=2020&amp;id=499&amp;desc=Interactive+Web+Session+on+Conscious+use+of+Technology+and+D+e-Addiction+</a> |
| Upload any additional information     | <a href="#">View File</a>   |

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

2

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Number of awards for extension activities in last 5 year(Data Template) | <a href="#">View File</a> |
| e-copy of the award letters   | No File Uploaded          |

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

27

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | <a href="#">View File</a> |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

500

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

25

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of linkage related Document  | No File Uploaded          |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

16

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | No File Uploaded          |
| Any additional information   | <a href="#">View File</a> |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

**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 equipment etc.

**Response :**

- Yes, DSBA has a spacious green campus spread out over 7.33 acres on which a State of the art infrastructure is implanted.
- Academic and support facilities are created and

efficiently used for enhancing the teaching learning and holistic development of students

- Spacious and well ventilated classrooms with LCD Projectors, seamless WI-FI connectivity to enhance parallel virtual learning experience
- Linkages are being established with reputed organizations to augment technology, laboratory and learning facilities.

Dayananda Sagar Business Academy, established in 2009 under the aegis of Mahatma Gandhi Vidya Peetha. (MGVP) Trust is constituted under section 53 (5) of Karnataka State Universities Act 1976 and College is affiliated to Bangalore University. The institution is located at campus 2 of Dayananda Sagar Institutions (DSI) opposite the Art of Living International centre.

DSBA is located in a 7.33 acre campus and has well developed infrastructure in tune to modern times to assist the students in pursuit of academic excellence as well as to develop their personality and talent in extracurricular activities. The institution has 35000 sq feet built up area for its class rooms. This campus is well planned with modern amenities. Details about available infrastructure are given below:

- Class rooms with ICT facilities and adequate ventilation
- Library-cum - Reading Room
- Digital library
- Spacious class rooms
- Well-equipped seminar hall
- Well-equipped Computer Resource Centre
- ICT Resource Centre with Internet connection
- Department library
- Clinic
- Separate common room for boys & girls
- Business LAB
- Language Lab
- Health and physical Education Resource Centre with latest fitness equipment & indoor games facilities
- Indoor and Outdoor sports facility

The Wi-Fi enabled campus and the Academic infrastructure at DSBA with technological support, faculty assistance, library resources and secured environment provides students with



conducive environment to learn.

An outdoor basketball court, Indoor sports like Squash, Shuttle badminton, Table Tennis & Chess-Carom, Gym/fitness centre are being provided in the campus. Canteen facility with hygienic food is available. Yoga, aerobic activities are organized in the campuses. Many students are taking part in state and national level events & won several awards.

The institution is a strong promoter of culture and traditions. To promote this the institution has a well laid out amphitheatre.

One state of art auditorium is under finishing touches in the campus. Seminar halls with plug & play facility. Board Rooms & Examination centres are available.

Separate hostels for boys and girls are available in the campus. They have twin and triple sharing rooms. Hostels have laundry facilities as well as entertainment Zone in addition to the spacious common room as well as the dining hall

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://dsba.edu.in/naac/uploads/31-Mar-2022-13-05-12-PM-421-beeab2.pdf">1 Lab https://dsba.edu.in/naac/uploads/31-Mar-2022-13-05-12-PM-421-beeab2.pdf</a> |

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

**Response:**

YES. DSBA has well developed infrastructure in tune to modern times to assist the students in pursuit of academic excellence as well as to develop their personality and talent in extracurricular activities.

Details of the facility available for Sports and Extra Curricular activities

Facility

Availability

Area/size

year of establishment

User rate

Outdoor games

- Basket ball court
- Short pitch cricket ground

Standard size

2010

Moderate

Indoor games

- Chess
- Carom board
- Table tennis
- Squash court
- Shuttle badminton
- Exclusive room for yoga and aerobic

2010

Auditorium Capacity

300 - spacious room for cultural activities

300 (construction under progress )

2010

Regular

Yoga

300 - spacious room for cultural activities

2010

Regular

Health and hygiene

Campus clinic for immediate health requirements

2010

Regular

Gymnasium - Equipment List

Sl. No

Description of Equipment

Quantity

1

Motorized Treadmill

2

2

Cross Trainer

2

3

Upright Bike

2

4

Spin Bike

2

5

10 Station Multi Gym

1

6

Cable Cross Over

1

7

Incline + Decline + Flat Bench

1

8

Leg Support

1

9

Dum bell + Plate + Rod stand

1

10

Rods - 28 MM

5

11

Deum bells PVC Coated Hexagonal

195 Kg

12

Plates PVC Coated

135 Kg

13

Flat Bench

1

14

T.T. Table

2

15

Foosball Table with Glass Field

2

16

Carom Board 4 \* 2 EP

3

17

Carom Stand

3

18

Chess Table

3

19

Badminton Pole & Net

1

20

**4 Station Multi Gym**

1

**Cultural Activities:** The institution has a very spacious and well laid out amphitheatre which has a seating capacity of over 1000. To facilitate cultural activities in the campus, DSBA has - Speakers - 9, Projectors - 2, Projectors Screen - 2, Stand Mike, Hand Mike and Collar Mike etc

Yoga room facility - Activity centre and room number 402 with projectors are also used for yoga as well aerobic activities.

**Health and hygiene:** DSBA has an in-house clinic with the following facilities. Ambulance is available ex Sagar hospital when required.

- o Beds - 2
- o Oxygen Cylinder
- o AMDU Bag (for Emergency)
- o Emergency Trolley
- o Basic Medicine
- o Stethoscope
- o B.P Machine
- o Nebulization Machine
- o Weighing Machine
- o Sterilizer and Others

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://dsba.edu.in/360degree.php#">https://dsba.edu.in/360degree.php#</a> |

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

18

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

18

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

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

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

#### 1.14

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Upload audited utilization statements   | No File Uploaded          |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

#### 4.2 - Library as a Learning Resource

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

- Name of the ILMS software : LIBSOFT
- Nature of automation (fully or partially) : full
- Version : 12.0
- Year:2018

Web OPAC- online public access catalogue

The campus library started in the year 2011 to serve the information needs of faculty and students community of the

institutions. The central library occupies 2512.08 sq mts of area. It acts as a centre for the collection of resources predominantly related to all subjects. It also ensures that information resources are acquired and organized so as to meet the present and future user's information needs. The main objective of our library is to provide right information to the right users at right time.

The library holds a hybrid collection of printed as well as electronic resources which include books, journals, databases, audio-visuals, CDs/DVDs, e-books, e-journals, course materials, previous year question papers, bound volumes, project reports etc

Library intends to incorporate the latest technology and adopt user friendly approach towards student and faculty

Readers these days prefer to sit and study in separate study rooms. In our library this facility is available. There are six rooms available for group discussion and for the purpose of private study.

Digital Library is housed in the Lower ground floor of the Library. Digital library is a library in which collections are stored in digital formats and data accessible through the computers by users. The digital content may be stored locally, or accessed remotely via computer networks. A digital library is a type of information retrieval system.

For the benefit of students and faculty a reprographic centre is functional at the first floor of the library.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional Information | Nil                       |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**



| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.19277

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Audited statements of accounts   | No File Uploaded          |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

10

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | <a href="#">View File</a> |

#### 4.3 - IT Infrastructure

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

Yes. Based on the technological changes and the modifications in curriculum, DSBA augments IT facilities. This includes upgrading computer hardware and software, internet facility, Online platforms for teaching.

During 2020-21 most of the academic activities were conducted through online platforms using Zoom (Licenced Version), Google meet and google class rooms. To ensure better online performance the personal computers in the computer lab were upgraded.

The details about improvements that were brought in the IT facility are:

- 4 systems of I-Ball cabinet Installed with upgraded SMPS
- 1 VGA cable upgraded with itech
- 1 VGA cable upgraded with Normal
- Added 4 Dell optical USB mouse
- CPU upgraded with 4 GB RAM
- Added 1 unit of SMPS ZEBRONICS

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

#### 4.3.2 - Number of Computers

150

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Student – computer ratio          | <a href="#">View File</a> |

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | No File Uploaded          |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic

**support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

28.056

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Audited statements of accounts.   | No File Uploaded          |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

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

**Response:**

- YES, DSBA has established procedures for maintaining and utilizing physical and academic facilities on campus. It is ensured that the available infrastructure is optimally utilized.

Administrative and Support departments namely Facilities department ensures Infrastructure maintenance and support facility.

Purchase department supports by procuring and providing all necessary items for the smooth functioning. indoor and outdoor sports complex and clinic, canteen, gymnasium and library are also optimised.

DSBA enjoys spacious classrooms, faculty and staff office spaces, and computer lab. Up-keeping of these exclusive facilities is the responsibility of DSBA. The house keeping staff ensures the day- to-day maintenance of all these facilities and in case of specific needs, DSBA raises requirements and gets the management approval for purchase / repair of furniture/ other products, maintenance of physical infrastructure. Post the approvals, the purchase & maintenance department will be informed about the requirements to do the

needful.

Purchase / maintenance of technical products like computers and peripherals, LCD projectors etc., is taken care by the technical department (EDP). Approval for any new item or repair or replacement of defective item is obtained from the Vice Chairman and the same is submitted to the EDP department who will obtain the requisite number of quotations from the various vendors and prepare a comparative statement and submit to the Secretary DSI through the purchase team. Short listed vendor is called and price is negotiated. The Secretary will issue the purchase order and the item is procured from the short listed vendor. Fast moving items repeat orders are placed on the selected vendors.

Requirements pertaining to the library resource augmentation, is compiled by the institute library committee, after the approval of the Principal the requirements are submitted to the librarian. Upon receiving the request, the librarian identifies suitable vendors and gets the management approvals before completing the purchase process. Digital library, which is a shared facility, is pre-booked by DSBA for conducting sessions whenever there is a need to accommodate a large group of students.

Physical education instructor ensures maintenance of sports facility on campus. At the commencement of the academic year the requirements are projected to the Physical education instructor. Financial approval is obtained from the management and sports equipment are purchased. Certain spares are retained at the Physical education instructor's level to cater for emergency. A set of sports equipment required for inter - class competitions and inter collegiate events are procured and retained in the department for easy access.

Transport for campus is centrally controlled and maintained. A request is placed to facility department one week prior to the trip / visit to take students to industry/ and any other out bound activities venue and the same is provided on the day of the visit.

Dedicated supply of stationary items which include Blue books for internal examination, attendance registers, log books, envelopes, letter heads, pens etc.; the indent is raised with details of the requirements and submitted to purchase department. The stationary is supplied within a week from the

date of indent.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

82

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | No File Uploaded          |
| Upload any additional information  | <a href="#">View File</a> |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

34

| File Description  | Documents   |
|---|---|
| Upload any additional information   | <a href="#">View File</a>   |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)  | <a href="#">View File</a>   |
| <b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b> | <b>A. All of the above</b>  |
| File Description  | Documents   |
| Link to institutional website   | <a href="https://dsba.edu.in/naac/uploads/24-Mar-2022-15-52-42-PM-399-3d91a9.pdf">https://dsba.edu.in/naac/uploads/24-Mar-2022-15-52-42-PM-399-3d91a9.pdf</a> |
| Any additional information  | <a href="#">View File</a>   |
| Details of capability building and skills enhancement initiatives (Data Template)   | <a href="#">View File</a>   |
| <b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>  |   |
| <b>181</b>  |   |
| <b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>  |   |
| <b>181</b>  |   |
| File Description  | Documents   |
| Any additional information  | <a href="#">View File</a>   |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)   | <a href="#">View File</a>   |
| <b>5.1.5 - The Institution has a transparent</b>  | <b>A. All of the above</b>  |

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View File</a> |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

10

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | <a href="#">View File</a> |
| Upload any additional information     | <a href="#">View File</a> |

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

21

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | No File Uploaded          |
| Any additional information                         | <a href="#">View File</a> |
| Details of student progression to higher education | <a href="#">View File</a> |

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

| File Description                    | Documents        |
|-------------------------------------|------------------|
| Upload supporting data for the same | No File Uploaded |
| Any additional information          | No File Uploaded |

### 5.3 - Student Participation and Activities

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

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

4

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |



5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

- Yes, Students are actively involved in various administrative bodies viz, Grievance Redressal cell, Disciplinary committee, Equal Opportunity cell etc.,
- DSBA has an active IQAC - Quality Improvement Team (QIT) which is primarily formed for having student inputs/ suggestions in Academic and Administrative activities. The students are selected for the committee in a predefined ratio to ensure that impartial representation is maintained from all i.e. 1st, 2nd & 3rd year students.
- The student members of QIT are closely monitored by the Dean and IQAC Co-Ordinator to keep the Quality cell running in an organized manner.
- The QIT meets on a frequent basis to discuss various initiatives and plans the events for student welfare programs, and assigns various roles to be played by the members.
- However due to pandemic for a major portion of the academic year 2020-21 students were not available on the campus and therefore they supported all Extra-curricular and Co-curricular activities through online participation.
- Students are actively involved in various committees namely:
  - Quality Improvement Team (QIT) of IQAC
  - Anti-Ragging
  - Disciplinary Committee
  - SC/ST, Minority, Other Backward Community Committees
  - Sports, Cultural, HR, Marketing, Finance, IT and Literary clubs
  - Extension activity wings- NCC and NSS
  - Publication of Newsletter
  - Alumni Association

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

7

| File Description  | Documents                 |
|---|---------------------------|
| Report of the event   | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | <a href="#">View File</a> |

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

- Yes DSBA has a registered Alumni Association, registered in the year 2019. Alumni contribute to the development of the institution through assistance for placements, projects, internship, guest lecture student training and sessions on placement demands in the present market conditions.
- Every graduating student contributes towards the Alumni Association financially and the same is utilized towards association meets and any other activity under association

DSBA has a functional alumni association formed in the year 2017 and registered in the year 2019 with register number: DRB-4/SOR/229/2019-20. It has been playing a vital role in its concern for students' future both in career and in life.

DSBA is a very young institute with very few students graduating during the last 5 years. However, alumni members of DSBA actively interact with the institution and offer support

by helping students with information related to internship and job opportunities. During the Alumni meeting, final year UG students interact with alumni members and clarify their doubts regarding preparation for interviews, expectation from employers, challenges for fresher and the like. Alumni members share their experience and try to answer queries to best of their ability. Students are able to relate with their seniors quickly.

Some of the alumni members have started their businesses and support the institute by offering their services. In the time of requirements, Alumni entrepreneurs supply corporate gifts at a reasonable prize and it is a win-win situation for both. They also support the institute in identifying the resource persons during events like conference, inter-collegiate sports and cultural fests, and guest lectures. They share information regarding suitable job openings and interact with interested students to help them to understand the job profile better.

DSBA collects feedback on curriculum from alumni. Keeping their industry experience in mind, alumni members provide the institute with the feedback on the curriculum and suggest possible enhancements during the sessions. They also provide feedback on the benefits of the additional activities such as Outbound Training, Global captivation program, Yes+! and other augmentation programs that are offered to students at DSBA.

The feel good factor among alumni is evident through their action of promoting DSBA as the option for higher education to their friends and relatives.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/newseventsdetail.php?year=2019&amp;id=322&amp;desc=Alumni+Interaction+Day">https://dsba.edu.in/newseventsdetail.php?year=2019&amp;id=322&amp;desc=Alumni+Interaction+Day</a> |
| Upload any additional information     | <a href="#">View File</a>   |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

| 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 and in tune with the vision and mission of the institution

-Yes. The leadership of DSBA under able guidance of Mahatma Gandhi Vidyapeetha Trustees and members clearly envision the vision and mission of the institution (DSBA).

- The organization structure empowers all employees at various levels to perform upto their potential and contribute towards realising the vision and objectives of the institution (DSBA).

- Strategic and Policy decisions are taken in consultation with the top management whereas the operational decisions are de-centralized.

#### Vision

- To become a centre of excellence in education, research & training and to produce citizens with values and exceptional leadership qualities to serve national and global needs.

#### Mission

- To provide innovative educational opportunities and student support services that lead to the holistic education.
- To provide a sustainable and accessible environment to support and encourage student potentials by building on the vibrancy of DSI while being guided by the principles of integrity, innovation, creativity and quality.
- To foster personal and professional success through the development of critical thinking, effective communication, creativity and cultural awareness in a safe, accessible and affordable learning environment.

DSBA is committed to provide knowledge and skills relevant to management, commerce and computer science. In addition to

imparting knowledge and skills which includes problem solving, decision making, creativity enhancing and leadership qualities that are vital to professional success, the institute also focuses on creating an environment to enhance the personality and life skills of the students.

Institute also focuses on instilling good citizenship behaviour and strives to create responsible citizens capable of addressing issues of national and global importance. DSI is known for its value orientation and DSBA being one of the youngest outfits of DSI emphasises on the principles of integrity, tradition with a blend of modernity and progressive outlook. DSBA plans to develop and deliver programs which results in helping students to be industry ready when they graduate. To encourage research culture, the institute intends to create focused research groups on specialised areas.

The objective of governance and leadership implemented in the institution is to meet Vision, Mission and Objectives. Since inception, the principle of participative management is implemented. The governance structure has Governing Counsel, which reviews the functioning of institution in its quality parameters. The Principal implements Vision and Mission components of the Institution.

Institution promotes participative management in decision making by constituting committee with both teacher and student members. Committees are formed in order to cater to every aspect of learning, teaching, administration, cultural, sports and overall development for both staff and students.

Faculty are members of Academic council, IQAC Committee and all other committees of the institution. Starting from setting out the college calendar of events, activities related to syllabus enhancement, identifying and conducting of various certificate courses, life skills programmes, selection of books for library, faculty have been given freedom to propose various activities, thus supporting participative involvement in decision making.

Perspective plan of the institution:

1. Escalate activities for the holistic development of students through well planned, co-curricular, extracurricular and extension activities.

2. Strengthen National Values and intensify NSS and NCC activities.
3. Sensitize students on the social issues.
4. Support women empowerment activities including elimination of sexual harassment.
5. Start Post Graduate courses.
6. Setup and Strengthen Institutional Research centre.
7. Achieve CO, PO, PSO as per current / industry needs.
8. Emerge as a centre of excellence to be an institute of eminence and become autonomous in delivery of value based higher education.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/naac/uploads/27-Jun-2020-14-35-44-PM-312-78c0aa.pdf">https://dsba.edu.in/naac/uploads/27-Jun-2020-14-35-44-PM-312-78c0aa.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- Yes, the organization structure of DSBA ensures decentralization. Empowers and enables all the employees to operate with enough freedom. Also empowers to make decisions whenever required for the benefit of the student fraternity and the institution.
- The leadership at DSBA follows Participative style of management in order to encourage employees to extend their recommendations and suggestions towards the welfare of the students and the institution.

The Top Management has laid down clear organisational structure for DSBA. The institution practices decentralization and participative management in its organization structure. The main functions of institution are classified into Administration, Academics and Examinations/evaluation. The Principal is the head of the institution for all Academic and Administrative decisions. Dean is the Academic head of the

institution, reports to the Principal, implements decision with approval from the Principal. Head of the Department, reports to Dean, monitors day - to -day academic activities as per plan.

DSBA has identified various committees to ensure smooth conduct of academic, extra-curricular and co-curricular activities. Faculty members involved in these committees plan and execute various activities under the guidance of Principal/Dean/HOD. Student members in these committees represent student community and actively take part in designing and execution. This structure ensures delegation of authority, effective implementation of plan and smooth functioning.

Entire functioning of college activities is decentralized into various committees, with committee coordinator and committee members. Committee members consists of both students and staff demonstrating participative management.

Case study depicting participative management for conduct of International Conference.

- Meeting of Principal/Dean/HOD and faculty coordinators to discuss modalities for International Conference.
- Conference Chair and Co-Chair encourage faculty members to give suitable themes. Meeting is convened to finalise the theme and conference organizing committees.
- Approval taken from Vice Chairman for the conduct of the event including budget.
- Convener, organizing committee, will identify sub-committees involving faculty and students and takes approval from the conference chair.
- Draft write-up to initiate call of papers is prepared and approved by IQAC.
- Conference concept note, invitees list and other details are finalised by the conference chair and co-chair
- Student representatives work on getting registrations/ sponsorships / printing work under the guidance of the committee responsible for the concerned segment of the task.
- Abstracts are received, scrutinised and responded to by the review committee
- Papers are received, scrutinised and shortlisted.
- Souvenirs and gifts identified by student reps nominated.

- Meeting of steering committee to take stock of the situation.
- Management is kept informed about the final day of the event to block the same for their presence when required.
- Various committees responsible for the tasks interact with the concerned authority and produce the requisite results.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/naac/uploads/01-Jul-2020-12-41-26-PM-317-0dac15.pdf">https://dsba.edu.in/naac/uploads/01-Jul-2020-12-41-26-PM-317-0dac15.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Yes, DSBA has in place its strategic perspective plan that gets reviewed and course correction taken, if need be, at regular intervals via high level meetings involving the staff and the leadership of the institution

Institutional perspective plan is effectively deployed and implemented at DSBA basis the below given model.

DSBA envisions producing citizens with values and exceptional leadership qualities to serve national and global needs. The innovatively crafted add on programs of DSBA also instil in graduates a high-level of integrity and professionalism, while preparing them for rewarding and fulfilling careers in their chosen fields. We take care to inculcate values among the students, while shaping and sharpening their minds by the academic rigor of university programs. Beyond the quality of education, it is the quality of life in the campus that provides for the well-being and overall development of the students.

Keeping the institution's vision in mind and to develop character, discipline, companionship, leadership, the quest for adventure and noble service amongst the youth, a need was felt by the Principal to set up NSS and NCC at the campus.

NSS came into being on 04 August 2015 and their activities



commenced soon after.

To uphold the motto: To develop character, discipline, companionship, leadership, the quest for adventure and noble service amongst the youth, NCC Army Wing at Dayananda Sagar Business Academy came into existence on August 01,2017. The institution offers training under the aegis of 2 KAR BN National Cadet Corps.

Getting the approval and setting up NCC was a herculean task. There was a very long waiting list in the state and chances to get the NCC wing for the institution was very bleak. However, same was implemented as under:-

- DSBA applied for NCC wing through 9 KAR BN NCC, Bangalore- 'B' Group on 16 May 2015.
- NCC Inspection was done by Commanding officer, Col Narendra Shulka & AO Lt.Col. James of 9 KAR BN NCC, Bangalore - 'B' Group in Aug 2015.
- No vacancies were available with the group. A study was carried out by the Associate NCC Officer (ANO) to identify other possible avenues. The processes recommenced with A Group.
- Applied for NCC wing through 2 KAR BN NCC, Bangalore - 'A' Group in Mar 2016.
- NCC Inspection was done by Commanding officer, Lt.Col Varun Luthra & AO Lt.Col. SB Chettri, 2 KAR BN NCC, Bangalore - 'A' Gp in Aug 2016.
- NCC workshop conducted in Dec 2016 to educate the students.
- NCC Wing Granted to DSBA on 06 Feb 2017.
- NCC activities commenced; selection of students, parades, other outdoor activities etc. Number of students attended various camps and other events as part of Karnataka and Goa NCC Dte.
- Cadet Rohan Satish attended Thal Sainik Camp(TSC)- Intergroup Competition and was selected to represent the state in the Republic Day parade 2019 at New Delhi.
- Cadet Rohan Satish was selected to represent India at Russia under the NCC Youth Exchange Program (YEP) 2018-19.

Many similar activities are undertaken to effectively implement

## perspective plan at DSBA.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://dsba.edu.in/naac/uploads/01-Jul-2020-13-23-57-PM-318-675443.pdf">https://dsba.edu.in/naac/uploads/01-Jul-2020-13-23-57-PM-318-675443.pdf</a> |
| Upload any additional information                      | <a href="#">View File</a>   |

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

- Yes, DSBA has all the relevant policies, procedures and service rules for recruitment, appraisal/job promotions, welfare, and monetary policies. DSBA Institutional bodies such as Top Management, Governing Council, Academic Advisory and IQAC and other statutory cells effectively and efficiently administer and execute the policies and procedures
- DSBA is managed by MGVP trust. The Chairman and managing committee reviews and evaluates the academic progress, administrative processes, co-curricular, extra-curricular and extension activities of the Institution. The Governing council steers the organization's management systems, their implementation and continuous improvement. All rules and regulations are stated in the Administrative and service manual approved by the Governing Council.

The Principal is the head of the Institution. Principal is responsible for the College functioning and growth including administrative, academic, co-curricular, extra-curricular and extension programme, in tune with the laid down vision and mission.

IQAC headed by Dean of the college is involved in developing a quality system for conscious, programmed action to improve the academic and administrative performance of the College.

Head of the department is directly responsible for coordinating all departmental academic programmes of the institution. Faculty are directly responsible for the academic and curricular development of the students.

#### Functions of Various bodies:

For the complete functioning of college activities, more than 15 committees are identified. Every committee consists of committee chairperson, staff and student members. They together plan for the activities. The function of every committee in the Institution is well defined. All Chairpersons report to Principal and he monitors the effective functioning of these bodies.

All staff are oriented about the Administrative and Service Manual available in the institution. Faculties are educated about conditions of service, Roles and responsibilities, discharge of duties, increments, kinds of Leave, code of conduct, incentive for attending FDP, incentive for achieving academic excellence and others.

#### Selection

The minimum age limit is 18 years and the maximum age limit for recruitment is as prescribed by Government. However, the maximum age limit is relaxable by the management if the candidate is found suitable. The qualification, teaching experience and other eligibility for recruitment is as prescribed by state Government / UGC / AICTE .Selection of the candidate shall be by a selection committee. Details are at chapter 5 of Administrative and Service Manual

#### Promotion

Promotion is on the basis of performance in the Institution and at the discretion of the Management. And all policies and conditions are clearly stated in the Administrative and service Manual of the Institution.

Administrative and Service manual is up loaded on the institution web site

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | <a href="https://dsba.edu.in/naac/uploads/27-Jun-2020-15-37-15-PM-313-e2a5c4.pdf">https://dsba.edu.in/naac/uploads/27-Jun-2020-15-37-15-PM-313-e2a5c4.pdf</a> |
| Link to Organogram of the Institution webpage | <a href="https://dsba.edu.in/naac/uploads/05-Aug-2020-09-56-49-AM-329-577558.pdf">https://dsba.edu.in/naac/uploads/05-Aug-2020-09-56-49-AM-329-577558.pdf</a> |
| Upload any additional information             | <a href="#">View File</a>   |

### 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) Document   | No File Uploaded          |
| Screen shots of user interfaces   | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | <a href="#">View File</a> |

### 6.3 - Faculty Empowerment Strategies

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

- Yes at DSBA, Faculty and staff are provided with various welfare measures which are effectively implemented
- Free of cost COVID-19 Vaccination drive was organised in the campus for the benefit of Faculty, Staff, Students and Parents.
- Well ventilated work stations - All faculty and staff members are given well organised independent work stations to facilitate ease of work
- Transportation facility - faculty and staff members can avail the college transportation facility free of cost
- Gratuity for all faculty and staff members who complete 5 years of service
- In house clinic and medical assistance - a clinic with

trained nurse / medical attendant is available on campus. The clinic can also equipped to take care of immediate emergency requirements and patients can utilise the bed

- Hygienic Canteen and mess food facility
- Sick leave, vacation during semester end, maternity leave and leave for special requirements for faculty
- Employee State Insurance scheme for staff
- Provident Fund for staff
- Earned leave for staff
- Fee concession for children of faculty and staff members
- Free Uniforms for support staff
- Multi-purpose gym and activity centre facility.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/naac/uploads/30-Jun-2020-12-15-33-PM-316-fc24a6.pdf">https://dsba.edu.in/naac/uploads/30-Jun-2020-12-15-33-PM-316-fc24a6.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

0

| File Description  | Documents        |
|---|------------------|
| Upload any additional information   | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

3

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres).  | No File Uploaded          |
| Reports of Academic Staff College or similar centers   | No File Uploaded          |
| Upload any additional information  | <a href="#">View File</a> |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | <a href="#">View File</a> |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

24

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | No File Uploaded          |
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

- Yes DSBA has annual performance appraisal system for teaching and non-teaching staff. The review takes into consideration various elements such as self-appraisal,

appraisal by the reporting manager, Principal, and Management.

**Faculty Review:**

Institutions Performance Annual Appraisal for teaching staff to evaluate their performance. Appraisal happens after the completion of even semester and publication of results by Bangalore University.

Appraisal system has three components.

- Self-appraisal; includes result analysis, scholarly and professional activity details and beyond the curriculum activities. Analysis of the BU result for the courses handled by the faculty is carried out by the individual. The details of the scholarly activities, like paper presentations at National and International conferences, workshops and FDP's attended, books and papers published during the year as well as the individual faculty member's career goal accomplishment are taken into consideration here.
- Student and parent feedback; at the end of each semester a confidential online feedback on the teaching - learning process of each course is taken from the students. A set of questions about different aspects of teaching are required to be answered by the students. These are analysed and the report generated is reviewed by the head of the institute. Parents during the PTM do give certain inputs about the faculty which are also collated and reviewed. Midterm faculty review is carried as and when need arises.
- Recommendation from the reporting authority; Faculty and staff submit their self-evaluation along with the details of activities performed during the assessment period. The same is reviewed by Dean and HoD. Their recommendations on certain skills exhibited by the faculty on a rating scale of 1-5 is considered for final review by Principal.
- Recommendations given by the Dean/HoD are reviewed at the 2nd level by the Principal. Inputs from students/parents

feedback as well as own observations through the academic year are put as recommendations of the Principal. In case of Dean and HoD their self-appraisal along with the student/parent feedback is reviewed by the Principal. Consolidated recommendations are submitted to the Secretary DSI for annual appraisal.

#### Staff Review:

- The staff review happens once in a year, wherein they give their self-appraisal which includes the activities carried out by them during the academic year. The Principal endorses the self-appraisal along with his observations. Consolidated recommendations are submitted to the Secretary DSI.

Top management reviews the recommendations and self-appraisal. Based on the review of the performance appraisal reports, the top management decides the annual increments. Most of the faculty and staff members receive their increments regularly. Decision to continue with the services of faculty, fulltime / part time, is based on performance appraisal findings. Appropriate stakeholders get to know about the appraisal through Principal.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/naac/uploads/27-Jun-2020-16-16-53-PM-314-6909d0.pdf">https://dsba.edu.in/naac/uploads/27-Jun-2020-16-16-53-PM-314-6909d0.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- Yes DSBA conducts internal and external financial audits regularly
- Internal audit is conducted by chief finance officer and the team and the external audit is conducted by a certified external agency



The financial affairs of DSBA are centrally managed at DSI and coordinated by the on-campus Finance & Accounts Dept. Based on the requirements for the upcoming academic year, a budget is submitted to the management by the Principal sometimes in January of each year for the oncoming academic year. The Dept will hold discussions with the Academic Heads & the Principal to elucidate the justification for the proposals. The final budgetary allocations are communicated/ permitted once the Governing Council approves the same. Broadly the annual expenditure on various heads like - Seminars/ Conferences/ Symposiums/ Workshops/ Guest lectures are based on budgetary allocations.

DSBA does not conduct financial audits. However, DSI has a mechanism for internal and external audit. The Management has put a strong internal control system in place at DSI besides the Statutory Audits by the Chartered Accountants and consequent filing with the Income Tax Department

#### Internal Audit:

The internal team, lead by the Chief Financial Officer, do thorough checks and verifications of all vouchers, supporting documents, records and books, e-statements of the transactions that are carried out in each financial year including budget estimations, utilizations, cash transactions, bank reconciliation statements, test checks and verification of the events happened in the area of financial managements. DSI is also advised by qualified experts in various areas of finance, taxation, legal compliance etc. Normally the checks include -

1. Verifications of student's fee registers, arrears, scholarships etc
2. Authorization of fees concessions, controls, policies
3. Examining the statutory payments to different bodies like EPF, ESI, PT, GST, Property tax, TDS etc
4. Examining the Bank Statements
5. Examining Grants, sponsorships, deposits and payments
6. Crosscheck all procedures and take stock of all transactions in the Interdepartmental reports.

#### External Audit/ Statutory Audit:

Elaborate External Audit is conducted on yearly basis by M/S BP Rao & Co., Chartered Accountants. The institution accounts are audited regularly by both Internal and statutory auditors.

Minor errors pointed by the audit team are immediately rectified / corrected and precautionary steps are taken to avoid such errors in future.

External Audit looks into:-

1. Examining the procedures and policies and regulations;
2. Audit the Revenue of the Academy, leakages, non-collections, Scholarship grants & approvals, fee reconciliations etc
3. Audit the expenditure of the Academy vouching the payments with reference to Purchase Orders, negotiations, fairness of costs etc.
4. Compliance under various laws of the land including - Salary payments, TDS, Income Tax, EPF, ESI, PT, Gratuity etc
5. Examining the property titles, approvals, fee payments to regulation bodies

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

| File Description  | Documents        |
|---|------------------|
| Annual statements of accounts   | No File Uploaded |
| Any additional information  | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

**Response:**

- Yes DSBA has strategies in place to mobilize funds from external agencies.

**Policy for Resource Mobilization**

- Institution mobilizes funds primarily through the student fee collection.
- For capital expenditure and infrastructure developments funds are released from MGVP trust.
- Interest on Investment is also a source of income.
- Sponsorships
- Conducts consultancy services by Utilizing expertise of faculties and college students for extending real-time solutions for new businesses and startups

DSBA conducts students led events such as Inter collegiate and Inter class academic, sports and Cultural fest which are designed and executed by students. The funds required for these events are partially met by management and for the remaining funds, students are encouraged to raise sponsorships. The registration fee paid by participants will make a small portion for the required funds.

DSBA has been successfully organizing International Conferences during the last three years. Management supports the event with major required financial assistance. However, students attempt to raise sponsorship from suitable corporations to cover scholarships and delegation fee adds to the total funds mobilised towards the conference.

Details of income and expenditure is maintained for every event and is submitted to accounts department for auditing.

**Optimal Utilization of resources:**

Institution is self-sufficient for the recurring expenses like maintenance and operations. The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure. Utilization of financial resources is primarily for:-

1. Staff Salary
2. Research & project activities
3. Professional development and administrative training programmes
4. Sports and cultural activities
5. Training & Placement
6. Student and staff support measures
7. Software & Internet charges
8. Library resources
9. ICT infrastructure
10. Repair & maintenance work
11. Printing & stationary
12. Miscellaneous expenditure

However due to Pandemic DSBA could not conduct activities for which Sponsorship/ funding was raised from Government or Non-Government Organisations

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

## 6.5 - Internal Quality Assurance System

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

- Yes, IQAC of DSBA has contributed in enhancing academic inputs and processes on a continuous basis.
- Based on the feedback from various stake holders add on courses, FDPs, workshops and training augmentations are designed and executed under the banner of IQAC
- Standard Operating procedures for various aspects of

academic delivery are designed and approved by the IQAC team and leadership and accordingly implemented across programs

- SOPs are clearly cascaded down to all the employees of DSBA which highlights the timelines for implementation, reporting hierarchical structure

The institution is committed to provide excellent quality education and Internal Quality Assurance Cell(IQAC) established for this purpose, functions vigorously in improving the quality of education, teaching learning process and learning outcomes by internalizing policy and procedures of these quality strategies.

The IQAC team supports DSBA to

- Participate in Accreditation, Ranking and Rating exercises
- Help faculty and staff understand the nuances of quality education
- Achieve academic and administrative excellence
- Enhance curricular aspects with value added course, enrichment programmes and life skills programmes.
- Intensify feedback collection, analysis and review.
- Create student centric ambience for holistic learning.
- Develop infrastructure for teaching learning and administration through suggestions - Infrastructural facilities including physical facilities, ICT facilities, library facility with ICT integration to be intensified
- Promote stronger industry-academia relation for benefit of staff and students.
- Emphasise on outcome based education.
- Works constantly to establish newer collaboration for academic and extension activities
- Highlight importance of environmental activities including rain water harvesting, plastic ban, waste management and alternate source of energy.

IQAC has contributed to quality initiatives through

- Organising Workshop / FDP and International Conference
- Webinars on various topics such as Environment, Health,

### Career Opportunities, Entrepreneurship and National Leaders.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/newseventsdetail.php?year=2021&amp;id=534&amp;desc=HALL+MARK+OF+A+GOOD+HR+PROFESSIONAL">https://dsba.edu.in/newseventsdetail.php?year=2021&amp;id=534&amp;desc=HALL+MARK+OF+A+GOOD+HR+PROFESSIONAL</a> |
| Upload any additional information     | <a href="#">View File</a>   |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- Yes, IQAC ensures quality in teaching - learning process. Lesson plans and work dairies are prepared by course faculty and is monitored by HOD fortnightly. During the semester information on course completion is collected once during the middle of the semester and again towards the end of the semester. As and when required, suitable corrective actions are taken. Students' learning is assessed through internal assessment examination twice during every semester. Guidance is provided to average / low performers. To assist students for final examination, faculty supports them by discussing the answers of previous years question papers. Based on the requirements, remedial classes are also conducted. Students are encouraged to meet mentors to get their academic or career related queries answered.
- During the online Teaching-Learning process during pandemic, IQAC initiated student feedback system to access the effectiveness on online teaching. Based on the assessment result faculty were given inputs about using Google Classroom for assignment evaluation and examination.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://dsba.edu.in/naac/uploads/29-Mar-2022-11-15-18-AM-403-b83931.pdf">https://dsba.edu.in/naac/uploads/29-Mar-2022-11-15-18-AM-403-b83931.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

|   |                              |
|---|------------------------------|
| <b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b> | <b>B. Any 3 of the above</b> |
|---|------------------------------|

| File Description   | Documents                 |
|--|---------------------------|
| Paste web link of Annual reports of Institution                                    | Nil                       |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a> |

## 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

- **Yes, at DSBA, gender equity and gender sensitization is given paramount importance where in counselling, common rooms, safety and security, day care centre and girl specific activities are carried out at regular intervals.**
- **Equal opportunity is extended to both male and female students to join various clubs and no gender-specific roles are assigned, for example girls are encouraged to take up leadership roles in various clubs and committees as per their choice and capability levels**
- **To sensitize students, faculty and staff about gender issues and equality, during inter-class competitions discussion on gender is promoted. In the event 'English Every Day' students presented their ideas/opinions/**

research findings on Contribution of women authors, Women empowerment, Women leaders and role of Women in society.

- International events like Womens Day is celebrated every year to reemphasize and recognise contribution of Women in various fields.

| File Description   | Documents   |
|--|---|
| Annual gender sensitization action plan  | <a href="https://dsba.edu.in/naac/uploads/29-Mar-2022-19-33-33-PM-409-9ff5f7.pdf">https://dsba.edu.in/naac/uploads/29-Mar-2022-19-33-33-PM-409-9ff5f7.pdf</a> |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <a href="https://dsba.edu.in/naac/uploads/31-Mar-2022-16-13-43-PM-423-81e332.pdf">https://dsba.edu.in/naac/uploads/31-Mar-2022-16-13-43-PM-423-81e332.pdf</a> |

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

**A. 4 or All of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | <a href="#">View File</a> |

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

- Yes at DSBA, facilities are available to segregate and treat various types of wastes generated which includes solid waste, liquid waste and e-waste.
- Bio-medical and hazardous chemical waste is not generated in the campus premises



- Treatment plants with required technology are available to treat and dispose the waste in the most appropriate manner

The details of wastemanagement system are outlined in detail below:

**Solid waste management-** The solid waste generated on campus is segregated into wet, dry, garden, sanitary and E-waste. Dry waste mainly comprising of plastic, paper and metal waste is disposed of through an authorized external agency which in turn will procedurally segregate and recycle them. Sanitary waste comprising of menstrual and cotton waste are appropriately segregated and disposed of through an external agency. Wet Waste is predominantly generated in canteen, mess and garden. A small quantity of wet waste is also generated in academic blocks. consists of Biodegradable kitchen wastelike fruit/vegetable peels, tea leaves, coffee powder, egg shells, food scraps, sediments, leaves and flowers. Kitchen waste is sent through an external agency for appropriatedisposal. Leaves, flowers and twigs are compost and used asmanure for garden in the Institute.

**Waste Recycling System-** DSBA has a neighbouring engineering campus which also included the School of Architecture. Some portion of the Dry waste generated like papers and hard bound sheets are used by Schoolof Architecture as raw material for their studio works, Portfolios and for preparing basic furniture forstructures from waste. Excess of old paper, paper file, boxes etc are disposed through external agency. Most often all materials which can be reused are made available for reuse by staff and students. Staff members across campus reuse one side printed papers for rough work.

**Liquid Waste Management-** Sewage, laundry, hostel and canteen effluent waste is treatedusing Sewage Treatment Plant (STP) having a capacity of 120 KLD. 85 KLD of Reverse Osmosis (RO)processed water will be used for gardening, cleaning and forbeautifying the landscape.

**Waste recycling system:** The Campus has been designed to suit the natural gradient and taking advantage of this natural feature rain water harvesting pits are placed towards the east of the campus area . The water during the rains move through the path made along the pedestrian steps and the roads constructed for vehicle movement and reach the rain water

harvesting pits. The water collected on the balconies and the terrace is directed towards the rain water harvesting pits through suitable drainage pipes to this ensures harvest of most of the rain water. Water thus collected is used for the purpose of gardening and washing in the campus and the excess, rain water replenishes the water table.

E-waste Management-All departments ensure to optimally utilize electronic resources available. Technical department will ensure to reuse electronic resource where ever possible. Equipment which cannot be reused even after repair are dismantled and sent to recycle units through and external agency involved in e-waste collection.

Bio medical waste: Health Centre in the campus produces very small quantity of biomedical waste. Essential sterilisation equipment and destruction facility for used syringes is available in the infirmary. Biomedical waste like- hypodermic needles, syringes, broken glass, scalpels, and other wastes such as discarded medicines, dressing bandages, plaster casts, material contaminated with blood and others are all segregated and kept in a storage and then transported and sent for appropriate treatment and disposal.

| File Description  | Documents   |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | <a href="#">View File</a>   |
| Geo tagged photographs of the facilities  | <a href="https://dsba.edu.in/naac/uploads/29-Mar-2022-20-05-06-PM-410-d98c11.pdf">https://dsba.edu.in/naac/uploads/29-Mar-2022-20-05-06-PM-410-d98c11.pdf</a> |
| 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                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | <a href="#">View File</a> |

### 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 with trees and plants**

**A. Any 4 or All of the above**

| File Description                             | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | <a href="#">View File</a> |
| Any other relevant documents                 | <a href="#">View File</a> |

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

**7.1.6.1 - The institutional environment and energy initiatives 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 | <b>No File Uploaded</b>   |
| Certification by the auditing agency                                      | <b>No File Uploaded</b>   |
| Certificates of the awards received                                       | <a href="#">View File</a> |
| Any other relevant information  | <a href="#">View File</a> |

|  |                                     |
|--|-------------------------------------|
| <p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p> | <p><b>B. Any 3 of the above</b></p> |
|--|-------------------------------------|

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | <a href="#">View File</a> |
| Details of the Software procured for providing the assistance            | <a href="#">View File</a> |
| Any other relevant information   | <b>No File Uploaded</b>   |

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

**Yes DSBA provides unbiased support to all students irrespective of social, cultural and financial background.**

**EQUAL OPPORTUNITY CELL (EOC): DSBA's Equal Opportunity Cell is committed to provide a suitable enabling environment to all staff and students with special needs and those from deprived backgrounds.**

**The Equal Opportunity Cell (EOC) is dedicated towards ensuring that persons from across communal, regional and religious spectrums are able to access our pedagogical and extra-curricular resources and infrastructures with safety and dignity, and towards promoting diversity and inclusivity within and without the college.**

Also, DSBA inspires the Young generation to imbibe Nationalism and contribution made by our great National Leaders by Celebrating:-

All National Festivals; Republic Day, Independence Day.

Birth anniversary of national leaders - Swamy Vivekananda, Ambedkar, Gandhi Jayanti Lal Bahadur Shastri Jayanti and Ekta Divas.

Religious festivals like Holi, Onam, Navaratri, Eid ul-fitr, Christmas.

Other important days like Teachers Day, Children's day, Women's day, Rajyothsawa divas(State formation day) and Founders day.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

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

- Yes, DSBA conducts events and activities focusing on creating awareness about constitution, nationalism and national obligations.
- Activities such as Independence Day, Republic Day, Gandhi Jayanthi, Ekta Diwas, competitions in connection with celebrating National and religious festivities are a regular feature in the campus.
- NSS wing of DSBA organises sensitization and awareness events on Constitutional Obligations during the celebration of Gandhi Jayanthi

The Constitution lays down four universal values of Justice, Liberty, Equality and Fraternity. Further, responsible citizen abides by all the law and order of the country.

Constitutional obligation and social sensitivity are also imbibed in students through compulsory courses - Indian Constitution, Science and Society, Value education, Environmental studies and Public Health, Culture, Diversity and

Society, Personality Development and Public Relations and Corporate Communication, included in the curriculum. These courses incorporate the values rights, duties and responsibilities as laid out in the constitution. Rights such as personal rights, religious rights, social rights, moral rights, economic rights, and political rights, etc. and liberty that is protected by the state, such as the right to free speech and religion are ingrained and imbibed by the students through the course.

Being a member of UN-PRME, DSBA promotes responsible behaviour among all students and employees.

| File Description   | Documents                 |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| 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 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**

**4. Annual awareness programmes on Code of Conduct are organized**

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

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

**Response:**

India is a land of multi-ethnicity where diverse people of different cultures live together with peace and harmony. National Festivals of India portray national unity and patriotism and unite the whole country under one roof and instil national integrity in the heart of the younger generation. It is the occasion when they are inspired by the sacrifices of our great leaders and freedom fighters who selflessly devoted their life for the country's freedom.

National festivals such as Gandhi Jayanti, the Independence Day and the Republic Day are celebrated with patriotic fervour in the campus.

Republic Day. This auspicious day is celebrated on January 26 to commemorate the adoption of constitution by flag hoisting ceremony and cultural programmes by the NCC cadets.

Independence Day is celebrated to mark the independence of India. On this day, various formal events including flag-hoisting and march-past, essay writing competition along with rendition of patriotic songs are organised in the campus.

Gandhi Jayanti motivate the young minds with the ideology of Mahatma Gandhi. Every year, this auspicious occasion is celebrated on October 2 with great zeal and enthusiasm. Eminent personalities are invited and honoured. They inspire and make the current generation aware of Gandhi Ji's life and struggle for independence.

In addition to the above at DSBA we celebrate the birth anniversaries of national leaders like; Swamy Vivekananda, Dr B.R Ambedkar, Lal Bahadur Shastri and Sardar Vallabhai Patel. These occasions help students to remember our freedom fighters and their unforgettable sacrifices.

Other important days like Teachers Day, Children's Day, Rajyotsava Divas(State formation day) and Founders Day are also celebrated at the campus as a reminder of the social, cultural history of the institution, state and nation.

International days such as Women's Day, Yoga Day and Environment Day are commemorated in the institution regularly. A day that celebrate women; highlights their achievements and pushes for gender equality is celebrated at the institute. Yoga is part of the curriculum and students and faculty participate in the events organised centrally. To commemorate environment day various activities like planting saplings, talks on environment, conservation of bio-diversity, water conservation, lake cleaning, river rejuvenation etc., are organised.

India is worldwide known for its cultural diversity and colorful festivals. Religious festivals like Holi, Onam, Navaratri, Eid ul-fitr, Christmas etc are celebrated with zeal and vigour. In addition, Ethnic Day is celebrated with fun and frolic. The message of the celebration is to respect the tradition and cultures of the respective states by donning the traditional attire, performing folk dances and songs and devouring ethnic cuisine. This virtually show cases a "mini India" with the exhibition of rich and vibrant culture and heritage of our great nation.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | <a href="#">View File</a> |
| Any other relevant information  | <a href="#">View File</a> |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice 1

1. Title of the Practice: Out Bound Training (OBT)

1. Objectives of the Practice

The nub of OBT lies in taking a group of people away from their



normal environment into the outdoors and placing a new, unfamiliar set of challenges before them. The program works on the principle that a team is thrown together in wilderness /adventure settings, where they have to fend for themselves/meet challenges. This leads to enhancing capabilities of individuals and the team.

The expected students' learning outcomes include interpersonal skills, problem solving skills, team building, conquering fear and inhibitions, feeling of comradeship, bonding, confidence building, trust and courage.

#### 1. The Context

In today's world, the need of the hour is for smart thinking, swift action and effective people skills- qualities that are more effectively developed in an experiential setting than through class room teaching. Fun filled Outdoor learning with peers makes learning more interesting and students discover their abilities in solving number of challenges that could not be completely addressed in class room teaching situation.

The majority of our students belong to a background wherein they neither have got an opportunity nor been exposed to training in non-classroom situation. Most of them have been brought up in a sheltered and protected environment and grown up in a comfort zone and hence, have never experienced an overnight camp life under supervision. Only a handful of the students, mostly boys have had any experience of adventure activities or simulated situations. Girls have never experienced an overnight adventure camp.

#### 1. The Practice

Groups of students are taken to a nearby rocky terrain in a thinly populated region for overnight adventurous camp. Students are divided into teams and the activities planned aims at experiential learning, enhancing confidence and overcoming mental blocks. The adrenal pumping activities are a combination of thrill, excitement and fun. Some activities that are conducted challenges the participants' analytical and problem solving skills, helps develop a feeling of comradeship and encourages team bonding.

The activities during OBT tests one's mental and physical endurance and prompts to finding more courses of actions and select the best for a given challenge. It helps individuals unlock their potential, manage time, anger and stress as well as enhance leadership and team building skills.

Students build their own tents and stay in these temporary shelters overnight thereby experiencing the wild during the night and also overcome fear in a supervised environment. Students enjoy campfire, dancing and cooking during the night. Activities during the camp such as Morning walk, Rappelling, Zip line and Jumarring, Trekking, Chimney Climbing etc., and creative team building activities enthral students.

#### 1. Evidence of Success

Outbound training program has been conceptualised and designed to offer external experiential learning opportunities to students. Institution identifies and selects popular adventure training teams and locations. Starting from the academic year 2014-15, every year first year students are taken to a nearby place around Bangalore for this training and there has been no break in any academic year. Students, after completing the two day event still rare to go for more activities and cherish the learnings for a long time. Significant difference in the outlook of students towards academic, extra-curricular and co-curricular activities is observed post OBT. Majority of the student's exhibit confidence in their abilities and preparedness to take up challenges and students develop positive attitude and feel that nothing is impossible when a sincere effort is put towards it. Prior to the camp, a large number of girls who lacked the opportunity to exhibit their behavioural traits and those who were subdued were able to shed their inhibitions, display their confidence, became more responsive and enhanced team bonding post OBT.

#### 1. Problems Encountered and Resources Required

The success of a training program of this nature depends on co-ordinated and efficient use of resources. DSBA has tied up with a professional organization which has expertise in conducting experiential training and adventure training program. The equipment required during the camps are mobilised by this organisation and trained professionals guide and supervise students while they perform the activities. Necessary first aid

facilities for medical emergency and hygienic food are natural inclusions during the camp.

- In spite of all necessary requirements taken care of, the natural terrain and weather conditions at times pose challenging situations. Extreme Heat or rains can spoil the plan and leave activities incomplete.
- At times some students fall sick during the camp due to various reasons which might even include exhaustion. There are limited basic facilities like wash rooms, and students are expected to manage themselves appropriately and be on time for all activities.
- OBT is a mandatory and some parents from conservative and traditional background may not be willing to send their girl child for a night out event. Convincing them that their wards are in a very secure environment along with a responsible lady faculty, poses as a challenge for the institution.

#### 1. Notes (Optional)

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).

Any other information regarding Institutional Values and Best Practices which the Institution would like to include.

#### Best Practice 2

##### 1. Title of the Practice: Training from Centre for Innovation and Leadership

##### 1. Objectives of the Practice

CIL Training has been designed with an objective of providing continuous learning and keeping one - self updated with the latest with respect to developing skill components among students along with providing knowledge through academic curriculum, an attempt is made to involve students in various activities that hone required skills and prepare them for corporate challenges. The program aims at providing Innovative soft skill training to enable individuals to become champions and sustain high level performance.

## The Context

Bridging the gap between pure academic learning and corporate realities and demands is an ever existing challenge for academic institutions. DSBA continuously strives to bridge this gap and training through CIL is one such attempt. Training modules are designed to provide an opportunity to interact with experts from various corporate sectors, academicians and achievers.

### 1. The Practice

At the beginning every semester, while designing the calendar of events CIL training program are incorporated in to the schedule. Students of all the UG programs undergo training programs on various topics such as communication skills, leadership and emotional quotient, presentation skills. Team building and interpersonal skills, personal effectiveness, Aptitude training, writing and listening skills, group discussion, interview skills, self-introduction are among other essential skills for creating a niche for themselves in their career path. Different modules are introduced to students during different semesters, each module spanning two to three days. Students who complete all the modules successfully are appreciated with a certificate of course completion.

### 1. Evidence of Success

Through the years it is noticed that students after going through the training program show much more confidence in attempting placement selection tests. Performance of students in aptitude tests and initial selection rounds has improved and can be attributed to the training. The percentage of students who are getting placement offers, over the years, has improved significantly. Students are also found to be more confident of interacting with senior executives from the corporate and engage in meaningful conversations.

### 1. Problems Encountered and Resources Required

The resources required for conducting the training include domain experts, technological support and sufficient space to accommodate the participants. Centre for innovation and leadership organises for the resource persons and the technology. We at DSBA provide laboratory/a seminar hall with a projector system to accommodate training. However accommodating

the training program during the semester which matches the availability of the trainers and the university calendar has been a challenge.

#### 1. Notes (Optional)

1. Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).

| File Description                             | Documents                 |
|--|---------------------------|
| Best practices in the Institutional web site | <a href="#">View File</a> |
| Any other relevant information               | <a href="#">View File</a> |

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

#### Response:

With a vision "To become a centre of excellence in education, research & training and to produce citizens with values and exceptional leadership qualities to serve national and global needs", DSBA has adopted the principles and framework of United Nations Principles of Responsible Management Education (PRME) and has been involved in actions to realize PRME goals through various activities.

To realise the vision of creating global leaders who can adapt to changing market demands and serve national and global needs with ethical approach, the institution has identified the following core values.

**Knowledge:** To impart knowledge and enhance the ability to understand core concepts of the program.

**Communication:** To enhance ability to utilize oral, written, listening and non- verbal communication skills to effectively interact with others.

**Inquiry and Analysis:** To improve the ability to apply theoretical aspects of commerce, management and computer science disciplines to arrive at feasible solutions in real situation.

**Reasoning and Critical Thinking:** To instil logical and critical thinking that is responsive and guided by intellectual standards such as relevance, accuracy, brevity and clarity.

**Technological Advancement:** To keep pace with global technology trends and expose students to technological advancement and prepare for success in the work place.

**Diversity:** Encourage students to understand, articulate and accept the importance and influence of diversity within and between cultures and societies.

**Sanskar:** The ability to commit to standards of personal and professional integrity, honesty and fairness.

With the focus on these core values, the institution has aligned itself with the following UN-PRME Principles

#### PRME Principle 1 - Purpose

DSBA fathoms the students' desire to learn and grow, make a living and carve a niche for themselves. Therefore, the institution helps students encounter new ideas and challenges and shape their future and develop them into mature, responsible and independent adults and organises activities and events such as

- National and International conferences.
- Faculty Development Programs.
- Workshops and Seminars.
- Faculty Research work publications
- Bringing out Bi-annual in-house journal with ISSN.
- Domain Specific Certification courses.
- Training programs, Seminars and workshops.
- Placement assistance workshops to familiarize students about the career options and choose the best, based on their interest and abilities.
- Internships and Live projects help students to explore their managerial potential.
- National Service Scheme [NSS] activities.
- Village empowerment program.

- National Cadet Corps [NCC] activities.
- Skill development course required to develop and design computer applications
- Mentoring and learning sessions
- Sessions by Entrepreneurs
- Interactions with start-ups
- Business plan writing sessions.

#### PRME Principle 2 - Values

The core ethical values that students inherit - pursuit of excellence, fairness, leadership, integrity and transparency, diversity to name a few, while pursuing academics at DSBA go a long way in ensuring holistic development in students and help them in achieving professional goals. Activities sensitise students and develop social and moral values. Students involve in community service and spiritual activities, leadership education, outbound training and extra-curricular activities which promote unity in diversity and social sensitivity.

#### PRME Principle 3 - Methods

DSBA uses educational frameworks, materials, processes and environment that enable effective learning experiences for responsible leadership. Starting from the orientation program in the first semester, Students go through learning in classroom environment and experiential learning outside the class room. Involvement of students in Case study discussions, presentations, industry visits and project work enhance student learning and promote responsible behaviour.

#### PRME Principle 4 - Research

To promote inquisitive learning students are motivated to take up internships for better understanding of market practices. Faculty involve in research activities of their choice and bring their learnings to class rooms. Students are involved in field work and data collection that promotes inquiry based learning.

#### PRME Principle 5 - Partnership

For efficient and effective delivery of augmentation and enrichment program at the campus, DSBA has partnered with professional organizations such as NICT, ProEdge, Coral Marketing, NEN and Startup-Curations. To design and execute

extension activities the NSS unit at DSBA is in constant touch with NSS office at Bangalore University. The NCC wing executes its activities under the supervision of 2KAR BN NCC office. For the success of Global captivation program, DSBA partners with International Universities at International destinations. These Partnerships have proven to be successful in achieving the set objectives for various activities.

#### PRME Principle 6 - Dialogue

To facilitate and support dialogue and debate among educators, students, business, government, consumers, media, and civil society organisations and other interested groups and stakeholders on critical issues related to global social responsibility and sustainability and in order to develop a new generation of business leaders, capable of managing the complex challenges faced by business and society in the 21st century, DSBA has organised conferences, workshops and Guest Lectures.

Ms.P.G Pratyusha of B.Com Program participated as one of the panel members in PRME India Chapter Meet 2021 organised by SP Jain Institute of Management and Research, Mumbai, on 10th Dec, 2021.

Some of the other initiatives during last five years are

1st International Conference - "Challenges and opportunities for developing sustainable RUBAN society", February 2015.

2nd International Conference - "Responsible Management Education - Key to Holistic Development of Society", October 2016.

3rd International Conference - "Challenges, Opportunities and Trends in New Age Management Education", February 2018.

4th International Conference, "Information to Knowledge to Wisdom- Multidisciplinary Approach to Research", Mar 2019.

During the last five years, more than 30 guest lecture sessions and workshops are organised in campus

These events have provided ample opportunities for exchange of ideas and learnings.

The institution is aiming to work on few of the Sustainable



Development Goals (SDG) from the 17 listed by the UN by partnering with the Art of Living Foundation.

By adopting UN-PRME, DSBA has been successful in creating a sense of responsibility among students and align academic activities with institutions vision.

| File Description                             | Documents                 |
|--|---------------------------|
| Appropriate web in the Institutional website | <a href="#">View File</a> |
| Any other relevant information               | <a href="#">View File</a> |

### 7.3.2 - Plan of action for the next academic year

**Response - Plan of Action for the nest Academic Year (2021-22) is**

- Intensive experiential learning component through Student clubs
- Conduct FDP / training on Pedagogical Techniques & Tools, latest improvements in Marketing/ Finance/ Technology etc., for Faculty
- Conduct training sessions on Office Management for non - teaching staff
- Participate in National level Ranking and Rating
- Improve library resources and utilization
- Encourage faculty involvement in research