



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

UNIVERSAL SCHOOL OF ADMINISTRATION

**GURURAYANAPURA, KOLURU VILLAGE, RAMOHALLI POST, TAVAREKERE
HOBLI, BENGALURU SOUTH.**

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BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Universal School of Administration, located in Bangalore, was inaugurated in 2017 and operates under the management of the Universal Charitable Centre, Vijayanagar, Bangalore. This charitable trust is led by Sri Upendra Shetty, a prominent figure in educational entrepreneurship. Affiliated with Bangalore University, the institution offers Bachelor of Arts (B.A) and Bachelor of Commerce (B.Com) degree programs.

The B.A program includes specializations such as History and Economics (HE), Political Science and Economics (PE), and History and Geography (HG). The B.Com program is structured around a general curriculum designed to provide a comprehensive education in commerce.

The campus extends over a lush 10-acre area, featuring state-of-the-art infrastructure and amenities. Student accommodation is provided in well-planned hostel facilities, segregated by gender. These hostels are nestled in a serene and pollution-free environment, ensuring a safe and secure living space under the supervision of resident hostel wardens and round-the-clock security personnel. The hostels offer nutritious and hygienically-prepared meals, with a focus on providing all essential nutrients regularly. Additional amenities include a laundry service.

Student engagement and development are further enhanced by the presence of an NCC Army Wing, 2 Kar Bn with 52 cadets, including notable participation by a student in the prestigious Republic Day Parade in 2023 and subsequent selection as a Delegate to London, United Kingdom under the Youth Exchange Program 2023-24.

Moreover, the institution boasts active NSS and Red Cross wings, which organize numerous extension activities. A qualified sports and yoga instructor is available to conduct regular training sessions. Special provisions are also made for classes aimed at preparing students for UPSC and other competitive exams. These classes cover a range of subjects including Mental Ability, Logical Reasoning, Quantitative Aptitude, History, Geography, Economics, Science and Technology, Ethics, and current affairs of social, political, cultural, and economic significance.

The instructional program includes a rigorous schedule of formative and summative assessments, such as weekly tests, open book tests, mock tests, surprise tests, and web-based tests, ensuring continuous evaluation of student performance. Feedback from these assessments is actively used to refine teaching methods and curriculum content.

Additionally, the college's student mentorship program fosters meaningful interaction between students and faculty, aiming to cultivate the right attitudes and values from the outset. This program complements the academic curriculum by promoting leadership qualities, enriching personality traits, fostering patriotism, and instilling intrinsic values through inspirational initiatives and integrated academic excellence.

Students also benefit from academic internships, industrial visits, field trips, study tours, and externships related to competitive exams, providing practical exposure and real-world experience.

Through these initiatives, the Universal School of Administration is committed to integrating academic learning with competitive preparation to excel in nurturing future leaders.

Vision

To create an institution of excellence imparting the art of good governance and impactful public administration through relevant pedagogy and empowering the students to become thought leaders and pioneering agents of change.

Mission

Mission 1: To disseminate knowledge of historical, geographic, social, cultural, political, economic, scientific, and technological aspects that are currently driving national and international businesses, education, tourism, political governance, administration, employment, and their impact on human life in our country and across the globe.

Mission 2: To inculcate positive personality traits and values such as tolerance, empathy, kindness, humanism, and nurture and promote ethical traits.

Mission 3: To create awareness of the need to safeguard and conserve our resources and work toward protecting the existing ecological systems, through academics, internships, motivational speakers, and inspirational initiatives.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- 1. Empowerment of Women:** The institution is committed to empowering women through dedicated educational programs, promoting gender equity, and providing a safe and supportive environment enhanced by robust security measures and personal counseling services.
- 2. Comprehensive Curriculum:** Our curriculum includes topics on gender equity and sensitization, aimed at fostering awareness and positive attitudes among students. This educational approach is enriched through co-curricular activities such as special lectures, webinars, and awareness programs.
- 3. Inclusivity and Diversity:** The college actively promotes harmony across cultural, regional, linguistic, communal, and socioeconomic backgrounds, celebrating diversity through various events and supporting economically disadvantaged students.
- 4. Best Practices Implementation:** Successful initiatives include campus automation, which enhances digital learning, boosts administrative efficiency, and improves communication. Additionally, our community outreach programs cultivate social responsibility and civic engagement among students.
- 5. UPSC and KPSC Coaching:** The institution uniquely integrates UPSC and KPSC coaching with regular academic courses, attracting students nationwide and providing thorough preparation for competitive examinations.
- 6. State-of-the-Art Facilities:** The campus boasts advanced IT infrastructure, including smart boards, projectors, CCTV systems, Wi-Fi connectivity, and e-governance systems, all contributing to an optimal learning environment.

Institutional Weakness

1. **Geographic Isolation:** Located amid a cluster of villages and approximately 15 km from the Mysore-Bangalore highway, the campus is challenging to access for students residing in urban areas. This remoteness predominantly attracts students from other parts of Karnataka and from various other states.
2. **Limited Program Scope:** Currently offering only undergraduate programs, the college has not yet established a research center or undertaken research projects, limiting its academic breadth.

Institutional Opportunity

1. **Competitive Examination Coaching:** Besides regular undergraduate programs, the institution offers coaching classes for competitive exams such as KAS, IAS, and IPS, both at state and central levels. This preparation enables students to pursue these exams upon completing their degree.
2. **Spotify Audios for Learning Enhancement:** Employing Spotify audios as a pedagogical tool enhances the learning process, aiding in the retention of concepts and improving students' critical and analytical thinking skills.

Institutional Objectives

1. To strengthen students' learning skills and enhance the effectiveness of the teaching-learning process.
2. To attract and retain the attention of learners across diverse academic backgrounds.
3. To generate interest and enthusiasm among students at various levels of study.
4. To prioritize a student-centered approach in all educational endeavors.

Institutional Challenge

1. **Delayed Examinations and Results:** The college faces challenges with delayed university examinations and the announcement of results, affecting student progression and planning.
2. **Funding for NCC Units:** Although the NCC Army unit is self-funded, securing government funding and support would enable the expansion to include Navy and Air Force units, enhancing the scope and impact of our military training programs.
3. **Limited Industry Collaboration:** Despite having sufficient industry collaboration, the focus on undergraduate education restricts our capacity to support research-oriented initiatives that tackle real-world industry challenges.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Our institution ensures a comprehensive educational experience through meticulous curriculum planning and implementation. The process begins with identifying desired graduate attributes, aligning them with institutional goals and Bangalore University requirements. The Departmental Academic Committee (DAC) determines the necessary curricular, co-curricular, and extracurricular activities to achieve Program Outcomes (POs).

Course coordinators perform gap analyses to enhance the curriculum, ensuring it remains relevant. The Internal Quality Assurance Cell (IQAC) provides guidelines to align all activities with the institution's vision and

mission. These identified gaps and guidelines are integrated into the curriculum to offer holistic education, including personal and professional development.

The deployment involves uploading the curriculum to the ERP system for accessibility and transparency, reflecting it in the university and institute calendars to align with academic schedules and institutional events, planning faculty workload and portfolio distribution based on curriculum needs, preparing department timetables for teaching plans and activities, and providing course materials in advance for smooth delivery.

During the delivery phase, continuous assessments monitor student progress. Internal and university examinations, along with assessments of student activities, ensure holistic development. Special attention is given to slow and advanced learners. Post-delivery, an analysis assesses student attainments against Program Outcomes. Feedback from stakeholders, including students, faculty, and external evaluators, is systematically collected. The DAC reviews this feedback and identifies areas for improvement, ensuring a continuous improvement cycle.

Regular IQAC and academic audits maintain high-quality standards, ensuring effective curriculum delivery aligned with institutional goals. Continuous feedback allows real-time adjustments, keeping the curriculum dynamic and responsive to student and industry needs. Through this detailed and comprehensive process, our institution is committed to producing well-equipped graduates who can meet modern challenges and contribute positively to society.

Teaching-learning and Evaluation

Our institution enhances student learning through student-centric methods like experiential, participative learning, and problem-solving methodologies. Faculty members use ICT tools such as smart boards, projectors, and e-resources to create an effective teaching-learning process. Activities including field visits, guest lectures, seminars, role plays, debates, quizzes, group discussions, and mock tests engage students hands-on and deepen their understanding.

Field visits to academic sites and industries provide real-world interaction, enhancing comprehension. Guest lectures invite industry experts to supplement student knowledge and provide conceptual clarity. Documentary screenings related to the subject matter extend learning beyond the classroom, offering insights into historical events and personalities. Webinars and seminars featuring domain experts further broaden students' understanding, with online webinars using Zoom to connect guests from various locations.

Participation in state and national level inter-collegiate competitions helps uncover students' hidden talents in both scholastic and co-scholastic activities. Debates, conducted across departments, develop students' critical evaluation skills and ability to articulate perspectives on various issues. Quizzes related to the academic curriculum, such as business and peer quizzes, test and reinforce knowledge. Role plays, particularly used by the language department, enhance communication skills and confidence. Seminars allow students to present on chosen or assigned topics using PowerPoint, fostering deep understanding and presentation skills. Group discussions, conducted across arts and commerce departments, are crucial for developing teamwork and leadership skills.

Problem-solving methodologies include the analysis of case studies to foster analytical and logical thinking skills, commonly used in management programs and subjects like business law and cyber law. Research activities, promoted in each department, help students gain knowledge in emerging areas and develop research

aptitude. Students are encouraged to use e-resources such as Jstor, Shodhganga, and Researchgate.

ICT tools like projectors, Zoom, and e-resources are integral to organizing and participating in these activities, ensuring an enriched and interactive learning environment.

Research, Innovations and Extension

The Universal School of Administration (USA) fosters an ecosystem for innovation and entrepreneurship through various initiatives. The Entrepreneurship Development Cell aims to blend societal and economic efforts by nurturing students' innovative ideas and guiding them towards successful startups. This cell provides mentorship, networking opportunities, and practical entrepreneurship skills development through seminars and programs.

The Research and Innovation Cell promotes a culture of research and innovation among students and faculty. It conducts seminars, workshops, and training sessions to inspire and support students in transforming new ideas into tangible models. The cell encourages outcome-based academic research, aligning with current industry needs.

The Intellectual Property Rights (IPR) Cell develops training programs for faculty, researchers, and students to enhance their understanding of IPR laws and practices. It undertakes research projects from various sectors and initiates the publication of related academic works. The cell actively participates in technology transfer and commercialization initiatives, facilitating collaboration between the institution and industries.

The Placement and Counseling Cell aims to arrange employment opportunities for students by maintaining liaison with companies and organizing job fairs. It provides career guidance, helping students with job applications, competitive exams, and admissions. The cell also mentors future entrepreneurs through training, seminars, and workshops, promoting intellectual growth and employment opportunities through placement events.

The Incubation Center, located on the ground floor, is designed to develop innovation and critical thinking among students. It offers collaborative spaces, workshops, and resources for entrepreneurs to turn their ideas into active businesses. This center focuses on fostering creativity and technological advancements, acting as a catalyst for entrepreneurial success.

Overall, USA's initiatives create a dynamic environment that supports innovation, entrepreneurship, research, and career development, empowering students to excel in their chosen fields.

Infrastructure and Learning Resources

The Universal School of Administration (USA), founded in 2017 under the aegis of Universal Charitable Centre and affiliated to Bangalore University, provides excellent infrastructure and learning resources. The campus, spanning 7.5 acres with a built-up area of 10,476.28 sq. meters, features state-of-the-art facilities, including Wi-Fi-enabled classrooms, a fully automated library with I-VRM and KOHA software, and modern IT infrastructure. The campus includes administrative and academic buildings, separate hostels for boys and girls, a canteen, and a variety of sports and cultural facilities. The campus is equipped with 124 CCTV cameras, RO water filters, and high-speed internet, ensuring a safe and connected environment.

The institution integrates modern IT methods to streamline academic, administrative, and admission processes. It has 85 computers, dedicated servers, a single-window I-VRM software, and an E-content development center. The I-VRM software supports student profiles, attendance, timetables, teacher evaluations, and more, available as a mobile application. High-speed internet at 100 Mbps and extensive Wi-Fi coverage ensure seamless connectivity. The campus has advanced digital resources, including projectors, LCD TVs, video conferencing facilities, and biometric access control.

The library spans 2162 sq. ft., accommodating 160 students and housing over 5000 volumes, periodicals, e-journals, and daily newspapers. It is fully automated with KOHA and I-VRM software, providing 24x7 access to digital resources. The digital library includes 40 computers for accessing e-databases, e-journals, e-magazines, and e-books. The library also hosts user orientation, book exhibitions, and has a high utilization rate among students and faculty.

USA's physical infrastructure includes 12 lecture halls and 5 seminar halls, which are ICT-enabled. The campus supports various extracurricular activities, including sports like football, volleyball, cricket, and a 200-meter track. Scholarships and daily yoga sessions are provided, with dedicated yoga faculty guiding students. The institution's comprehensive infrastructure and modern IT facilities contribute to an enhanced learning environment, fostering holistic development and academic excellence.

Student Support and Progression

The Alumni Association of the Universal School of Administration, known as the Old Students Association, is a registered non-profit under the Karnataka Societies Registration Act 1960. It plays a crucial role in the institution's development through financial contributions and support services, fostering lifelong connections and a spirit of giving back.

Alumni contributions have been instrumental in advancing the institution. Generous donations have funded scholarships, endowed chairs, and critical infrastructure projects, enhancing the academic experience and providing essential resources for future generations. Alumni also volunteer their time and expertise, enriching education through mentorship programs, guest lectures, and career guidance. Their professional insights and networks offer invaluable opportunities for current students.

The Association bridges past, present, and future generations by organizing reunions, networking events, and professional development workshops. These activities foster community, instill pride, and inspire continued engagement. Alumni serve as ambassadors, advocating for the institution's values and accomplishments, enhancing its reputation and influence.

In institutional governance and strategic planning, alumni representatives on advisory boards and committees provide diverse perspectives. Their input ensures policies align with societal and industry needs, fostering innovation and excellence. Alumni leaders help shape curricula to prepare students for modern challenges, ensuring educational relevance and rigor.

Beyond academia, many alumni have achieved notable success, embodying the institution's values of leadership and service. Their initiatives in social entrepreneurship, community service, and environmental sustainability reflect their commitment to making a positive difference. These actions inspire current students to strive for greatness and uphold institutional values.

The Alumni Association is a cornerstone of the institution's success, embodying collaboration, leadership, and service. Through financial contributions, volunteer efforts, and leadership roles, alumni enrich education, support institutional growth, and uphold values of excellence and integrity. Their dedication ensures the institution continues to thrive as a center of learning, innovation, and positive societal impact, strengthening its future through continued partnership and commitment to educational excellence.

Governance, Leadership and Management

The Universal School of Administration (USA), initiated by the Universal Coaching Centre in Bangalore, exemplifies excellence in holistic, exam-oriented education for competitive exams at both state and central levels. Its governance and leadership align with its vision and mission, focusing on holistic education that includes intellectual, vocational, spiritual, and cultural dimensions. The institution maintains global standards of excellence in teaching, research, consultancy, entrepreneurship, and continuing education through periodic evaluations and continual improvements.

The Managing Committee, the highest policy-making body, achieves institutional objectives and finalizes action plans. It includes the Governing Council, Chairman, Secretary, Principal, IQAC Coordinator, Admin Manager, HR Manager, General Manager of Marketing, and External Members. Daily operations are managed by the Principal in coordination with Heads of Departments (HoDs), ensuring smooth and effective functioning.

Within the National Education Policy (NEP) framework, USA actively pursues key aspects such as teacher training, infrastructure enhancement, technology integration, and inclusive practices, promoting high-quality education. While curriculum updates and credit transfers await university-initiated changes, USA's proactive efforts align with NEP goals.

USA employs a decentralized and collaborative governance approach, integrating action plans and budgets from various institutional segments, including management, administration, departments, clubs, and forums. This participatory management is supported by modern technological amenities and excellent physical infrastructure.

Admissions at USA are open to all, regardless of caste, religion, region, or economic status. The institution provides special opportunities for minority students and marginalized communities, fostering their passion for knowledge and social responsibility. USA's initiatives in remedial coaching, aptitude training, and employability skill enhancement programs are notable, with students achieving top university ranks.

The Green Campus Drive, initiated by IQAC, promotes sustainable development through eco-friendly measures such as green audits, energy audits, environmental audits, tri-color bins, biodegradable waste plants, plastic crushing units, solar panels, and rainwater harvesting systems. The campus is ISO 14001:2015 certified, demonstrating its commitment to environmental sustainability.

The IQAC at USA institutionalizes quality assurance strategies, regularly reviewing the teaching-learning process, operational structures, and methodologies, and assessing learning outcomes to ensure continuous improvement, aligning strategies with the institution's mission and vision.

Institutional Values and Best Practices

The Universal School of Administration is dedicated to empowering women and promoting gender equity through both curricular and co-curricular activities. The institution ensures safety and security with CCTV surveillance and dedicated cells for anti-sexual harassment, anti-ragging, and grievances. Personal counseling and common room facilities enhance student well-being. An infirmary with regular doctor visits provides medical support. The curriculum includes topics on gender equity, and special lectures, webinars, and awareness programs further sensitizes stakeholders.

Fostering an inclusive environment, the college promotes cultural, regional, linguistic, communal, and socioeconomic harmony. It organizes intercultural programs, regional festivals, and linguistic events to celebrate diversity. Students and staff from various backgrounds are encouraged to participate in communal harmony initiatives such as inter-religious dialogues and value education. The institution supports economically weaker students with fee concessions and engages in socially significant activities to promote constitutional values.

In alignment with its vision and mission, the college has implemented successful best practices like the automation of the college campus and community outreach programs. The campus automation initiative enhances digital learning, administrative efficiency, and communication through smart boards, projectors, and comprehensive IT infrastructure. Evidence of success includes the installation of CCTV systems, Wi-Fi, e-governance systems, and energy-efficient solutions. Challenges faced include initial investment, integration complexity, and data security, requiring robust IT infrastructure and continuous improvement efforts.

The "Extend a Helping Hand, Cultivate Our Community" initiative emphasizes social responsibility through empirical learning and civic engagement. Activities by the Indian Youth Red Cross Wing, such as blood donation camps and awareness programs, highlight the institution's commitment to community service. Challenges include the need for public transport and government support for green initiatives. Resources required include support for sustainability initiatives and regular awareness programs.

The institution's distinctiveness lies in its comprehensive UPSC and KPSC coaching classes, integrated with BA and BA LLB courses. This initiative attracts students nationwide, providing hostel facilities, a well-stocked library, and equal opportunities for male and female students. Experienced resource persons and visiting professors enhance student knowledge, ensuring thorough preparation for competitive exams. This holistic approach equips graduates to meet modern challenges and contribute positively to society.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	UNIVERSAL SCHOOL OF ADMINISTRATION
Address	Gururayanapura, Koluru Village, Ramohalli Post, Tavarekere Hobli, Bengaluru South.
City	Bengaluru
State	Karnataka
Pin	560074
Website	www.universalschoolofadministration.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	D V S S R Prakash	080-23396403	9606515872	-	info@universalschoolofadministration.edu.in
IQAC / CIQA coordinator	Tharun V Bhatt	080-23396409	8951932948	-	iqac@universalschoolofadministration.edu.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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State	University name	Document
Karnataka	Bangalore University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Gururayanapura, Koluru Village, Ramohalli Post, Tavarekere Hobli, Bengaluru South.	Urban	7.5	10476.28

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA, Humanities, History Geography Political Science Economics Kannada	36	PUC or HSC	English	240	120
UG	BCom, Commerce, General	36	PUC or HSC	English	60	45
UG	BSc, Science, Chemistry Environmental Science	36	PUC or HSC	English	70	66

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				2				18			
Recruited	1	0	0	1	2	0	0	2	8	10	0	18
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	6	5	0	11
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	2	0	0	2	1	0	6
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	7	7	0	14
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
		0	0	0	

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	79	7	0	0	86
	Female	83	12	0	0	95
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	24	7	11	6
	Female	11	9	8	4
	Others	0	0	0	0
ST	Male	2	4	4	1
	Female	0	4	1	2
	Others	0	0	0	0
OBC	Male	41	71	15	27
	Female	13	40	11	33
	Others	0	0	0	0
General	Male	5	28	38	23
	Female	2	17	26	18
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		98	180	114	114

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The Universal School of Administration is dedicated to promoting a multidisciplinary and interdisciplinary approach in our educational framework, particularly within our BCom and BA programs. This approach is designed to foster a holistic learning environment where students can draw from various disciplines, enhancing their educational experience and preparing them for the complexities of the modern world. In our BCom program, we integrate courses from economics, finance, management, and information technology to provide a comprehensive understanding of the business environment. Students engage in projects and case studies that require knowledge from multiple disciplines, fostering a well-</p>
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rounded skill set. For example, a project might combine principles of accounting with IT solutions to streamline business processes, illustrating the practical application of interdisciplinary learning. Our BA program similarly incorporates a broad spectrum of subjects, including political science, sociology, history, and cultural studies. This multidisciplinary approach encourages students to understand and analyze societal issues from various perspectives, promoting critical thinking and problem-solving skills. Interdisciplinary research projects and seminars further enrich the learning experience, enabling students to explore complex topics through diverse academic lenses. We also encourage cross-departmental collaboration through workshops, guest lectures, and joint research initiatives. This not only broadens students' academic horizons but also promotes a culture of collaboration and innovation. By integrating multidisciplinary and interdisciplinary methods into our curriculum, the Universal School of Administration aims to produce graduates who are versatile, adaptable, and equipped with a diverse set of skills and knowledge, ready to excel in their chosen fields. This commitment aligns with our mission to provide a holistic and high-quality education that prepares students to become thought leaders and pioneering agents of change.

2. Academic bank of credits (ABC):

The Universal School of Administration is committed to enhancing skill development in our BCom and BA programs by implementing the Academic Bank of Credits (ABC) system. This initiative aims to provide students with greater flexibility and personalized learning pathways, promoting a holistic and adaptable education. Our approach to skill development combines theoretical knowledge with practical application. In the BCom program, students will gain expertise in financial analysis, business ethics, and accounting principles through hands-on projects, internships, and industry interactions. The BA program will focus on developing critical thinking, socio-political awareness, and effective communication skills through case studies, research projects, and community engagement activities. The ABC system will enable students to accumulate and transfer credits seamlessly, allowing them to take courses across different institutions. This flexibility will facilitate interdisciplinary learning and help

students tailor their education to their career goals. Workshops, seminars, and guest lectures from industry experts will further enhance the learning experience, providing real-world insights and up-to-date industry practices. Additionally, our robust internship and placement programs, along with soft skills training in leadership, teamwork, problem-solving, and digital literacy, will ensure that students are well-prepared for the job market. By focusing on comprehensive skill development and implementing the ABC system, the Universal School of Administration aims to produce graduates who are knowledgeable, adaptable, and equipped to succeed in their chosen careers.

3. Skill development:

The Universal School of Administration is dedicated to enhancing skill development as a core aspect of our institutional preparedness. Our BCom and BA programs are designed to equip students with the essential skills needed to thrive in a dynamic professional environment. Our approach to skill development includes a blend of theoretical knowledge and practical application. In the BCom program, students gain expertise in financial analysis, business ethics, and accounting principles through hands-on projects, internships, and industry interactions. The BA program focuses on developing critical thinking, socio-political awareness, and effective communication skills through case studies, research projects, and community engagement activities. We prioritize experiential learning by incorporating workshops, seminars, and guest lectures from industry experts into our curriculum. These interactions provide students with real-world insights and up-to-date industry practices, enhancing their readiness for the job market. Additionally, our robust internship and placement programs offer students opportunities to gain practical experience and build professional networks. Soft skills development is another critical component of our strategy. We offer training in areas such as leadership, teamwork, problem-solving, and digital literacy. These skills are integrated into the curriculum and reinforced through co-curricular and extracurricular activities, preparing students to navigate diverse professional settings effectively. By focusing on comprehensive skill development, the Universal School of Administration aims to produce

	<p>graduates who are not only knowledgeable but also adept at applying their skills in real-world scenarios. This commitment aligns with our vision of fostering holistic education and preparing students to be innovative, adaptable, and successful in their chosen careers.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>The Universal School of Administration is dedicated to the appropriate integration of the Indian Knowledge System (IKS) within our educational framework. This commitment is evident in our BCom and BA programs, where we emphasize teaching in Indian languages and incorporating cultural education. Teaching in Indian languages is a cornerstone of our approach, allowing students to learn and express themselves in their mother tongue. This enhances comprehension and retention of knowledge while fostering inclusivity and pride in cultural heritage. Our curriculum embeds Indian cultural education through modules on history, philosophy, literature, and traditional arts. In the BA program, students explore Indian political systems, classical literature, and traditional art forms. The BCom program includes lessons on indigenous business practices and ethical frameworks rooted in Indian philosophy. We also offer experiential learning opportunities such as cultural immersion programs, workshops, and guest lectures by experts in Indian traditions. Celebrations of Indian festivals, participation in traditional arts, and community service projects further enrich the learning experience. By integrating IKS, we nurture respect for Indian heritage and prepare students to apply this knowledge in contemporary contexts, aligning with our mission to create well-rounded individuals informed by the past and ready for the future.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>The Universal School of Administration is committed to enhancing institutional preparedness through Outcome-Based Education (OBE). Our BCom and BA programs are designed to meet contemporary educational demands, ensuring students achieve specific, measurable competencies. OBE focuses on student-centric learning and performance metrics. In the BCom program, outcomes include proficiency in financial analysis, understanding business ethics, and mastery of accounting principles. For the BA program, outcomes encompass critical thinking, comprehensive knowledge of socio-political</p>

	<p>environments, and effective communication skills. Our approach to OBE involves defining clear learning outcomes, aligning curriculum and teaching methods with these outcomes, and continuously assessing student performance. Faculty are trained in innovative teaching methods, such as case studies, group projects, and experiential learning, fostering an engaging learning environment. Assessment in OBE is diverse and continuous, including exams, practical assessments, and project-based evaluations. This ensures students acquire theoretical knowledge and develop the ability to apply it in real-world scenarios. Robust feedback mechanisms help students identify strengths and areas for improvement. By adopting OBE, we aim to produce graduates who are academically proficient, skilled, and adaptable to professional demands, aligning with our vision of fostering holistic and quality education.</p>
6. Distance education/online education:	Not Applicable

Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>Yes, the Universal School of Administration has established an Electoral Literacy Club (ELC) to promote informed and responsible participation in the electoral process among our students. The ELC aims to foster a comprehensive understanding of democratic values and electoral practices, ensuring that students become active and knowledgeable participants in the democratic process. The ELC conducts a variety of activities to engage students and enhance their electoral literacy. These include workshops, seminars, and interactive sessions on topics such as the importance of voting, the electoral process, and the role of citizens in a democracy. Guest lectures by experts from the Election Commission and other relevant bodies provide students with firsthand insights into the functioning of the electoral system. The club organizes mock elections and debates to give students practical experience in the electoral process. These activities not only educate students about the mechanics of voting but also encourage critical thinking and informed decision-making. The ELC also runs voter registration drives to ensure that all eligible students</p>
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	<p>are registered to vote, emphasizing the importance of exercising their electoral rights. Through these initiatives, the ELC at the Universal School of Administration aims to create a generation of informed, responsible, and active citizens. By enhancing electoral literacy, we are committed to strengthening the democratic fabric of our society and empowering our students to contribute meaningfully to the nation's democratic processes. This aligns with our mission to foster ethical and responsible leadership among our students.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>Yes, the Universal School of Administration has appointed student coordinators and coordinating faculty members to oversee the Electoral Literacy Club (ELC). The ELCs are fully functional and actively engage in promoting electoral awareness and participation. These clubs are representative in character, including members from diverse backgrounds and academic disciplines, ensuring a comprehensive and inclusive approach to electoral literacy. Through various activities such as workshops, seminars, mock elections, and voter registration drives, the ELCs strive to create informed, responsible, and active participants in the democratic process among our students.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>The Electoral Literacy Club (ELC) at the Universal School of Administration has undertaken several innovative programs and initiatives to enhance electoral awareness and participation. Key initiatives include: Voter Registration Drives: Students participate in voter registration campaigns both on-campus and in their home communities, ensuring maximum voter enrollment. Assisting District Election Administration: ELC members volunteer to assist local election authorities during polling, contributing to the smooth conduct of elections. Voter Awareness Campaigns: The club organizes workshops, seminars, and interactive sessions to educate students and the community about the importance of voting and the electoral process. Promotion of Ethical Voting: Campaigns are conducted to promote ethical voting practices, emphasizing the significance of informed and unbiased voting. Inclusivity Initiatives: Special programs focus on enhancing the electoral participation of underprivileged sections, including transgender individuals, commercial sex workers,</p>

	<p>disabled persons, and senior citizens, ensuring their voices are heard. Mock Elections: Conducting mock elections to provide hands-on experience with the voting process and to simulate real electoral scenarios. Community Outreach: Collaborating with local organizations to extend electoral education and support to wider community members. Through these efforts, the ELC aims to foster a culture of informed and responsible electoral participation among students and the broader community.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>The Universal School of Administration has undertaken several socially relevant projects and initiatives to address electoral issues and advance democratic values. These include: Research Projects: Students and faculty members engage in research projects analyzing voter behavior, electoral trends, and the impact of electoral policies. These projects aim to provide valuable insights and recommendations for improving the electoral process. Surveys: The college conducts surveys to assess voter awareness, participation rates, and barriers to voting. The findings help tailor voter education programs to address specific needs and challenges. Awareness Drives: Extensive voter awareness campaigns are organized to educate the public about the importance of voting, the electoral process, and ethical voting practices. These drives often include street plays, rallies, and information booths. Creating Content: The ELC and other student groups create multimedia content such as videos, infographics, and pamphlets to disseminate electoral information effectively. This content is shared on social media and other platforms to reach a broader audience. Workshops and Seminars: Regular workshops and seminars are held, featuring experts in the field of electoral studies and democratic governance. These events provide a platform for discussion and learning about contemporary electoral issues. Through these projects and initiatives, the Universal School of Administration is committed to fostering a deeper understanding of democratic processes and encouraging active, informed participation in elections.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible</p>	<p>At the Universal School of Administration, a significant number of students above 18 years old are yet to be enrolled as voters in the electoral roll. To address this, the Electoral Literacy Club (ELC) and</p>

students as voters.

the college administration have undertaken concerted efforts to institutionalize mechanisms for registering eligible students as voters. Efforts by ELC: Voter Registration Drives: The ELC conducts regular voter registration drives on campus, providing students with the necessary forms and assistance to complete the registration process. Information Sessions: The club organizes workshops and information sessions to educate students about the importance of voting and the steps required to register. Collaboration with Election Authorities: The ELC collaborates with local election authorities to streamline the registration process, including setting up registration booths on campus. Awareness Campaigns: Through posters, social media campaigns, and announcements, the ELC raises awareness about voter registration deadlines and procedures. Efforts by the College: Institutional Support: The college provides logistical support for voter registration drives, including space, resources, and administrative assistance. Integration into Orientation Programs: Information about voter registration is integrated into orientation programs for new students, ensuring that incoming students are aware of the need to register as voters. Dedicated Help Desks: The college sets up dedicated help desks during peak registration periods to assist students with queries and provide guidance on the registration process. Faculty Involvement: Faculty members are encouraged to remind and motivate students to register as voters, emphasizing civic responsibility as part of their mentorship. These combined efforts aim to ensure that all eligible students at the Universal School of Administration are enrolled as voters, thereby fostering a culture of active and informed citizenship.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
340	351	305	160	116

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 25

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
21	18	15	8	8

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
497.08	327.07	666.16	1318.26	379.16

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Our institution's curriculum delivery is meticulously designed for a comprehensive educational experience through careful planning, continuous evaluation, and systematic improvements.

Curriculum Development and Planning

The process begins with identifying the desired attributes of our graduates, aligned with institutional goals and Bangalore University requirements. The Departmental Academic Committee (DAC) identifies necessary curricular, co-curricular, and extracurricular activities to achieve Program Outcomes (POs).

Course coordinators conduct gap analyses to assess and improve the curriculum based on defined graduate attributes. The Internal Quality Assurance Cell (IQAC) provides guidelines to ensure activities align with the institute's vision and mission, maintaining quality across departments.

Curriculum Integration

Identified gaps and IQAC guidelines lead to integrating necessary extracurricular activities and curricular enhancements, offering a holistic educational experience that includes both academic learning and personal development.

Deployment of the Curriculum

Deployment involves several key steps:

ERP Upload: The finalized curriculum, including activities and schedules, is uploaded to the ERP system for accessibility and transparency.

Calendars: The curriculum aligns with the university and institute calendars.

Workload Distribution: Faculty workload and portfolio distribution are planned based on curriculum requirements.

Department Timetable: Each department prepares a timetable for teaching and activities.

Course Material Preparation: Course materials are prepared and made available to students in advance.

Curriculum Delivery

The actual delivery of courses and activities involves:

Continuous Assessment: Regular assessments monitor student progress.

Examinations: Both internal and university examinations are conducted as scheduled.

Activities Assessment: Extracurricular activities are assessed for holistic development.

Addressing Learner Needs: Special attention is given to slow and advanced learners.

Evaluation and Feedback

Post-delivery, an analysis assesses students' attainment against Program Outcomes. Feedback from students, faculty, and external evaluators is systematically collected. The DAC reviews this analysis to identify areas for improvement.

Continuous Improvement

Necessary changes are made to the curriculum to address any gaps, ensuring a continuous improvement cycle. The curriculum is regularly updated to meet evolving educational standards and requirements.

Quality Assurance

Periodic IQAC and academic audits maintain high standards. These audits ensure adherence to processes and effective curriculum delivery. Continuous feedback mechanisms allow for real-time adjustments and improvements, keeping the curriculum dynamic and responsive to student and industry needs.

Through this structured process, we commit to producing graduates equipped to meet modern challenges and contribute positively to society.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 33

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Other Upload Files

1

[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 94.42

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
340	317	267	161	116

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Human values refer to personal beliefs, whereas, ethics describes the accepted principles and standards of conduct about moral responsibilities and qualities as applied to an institution. Human values form the basis of our thoughts, beliefs, and ways of life, behaviours, and actions. We must develop thoughts for the poor, and sufferings, regards and respect for women, faith in brotherhood regardless of race, and the need to understand the universalities of various human values.

Our Universal Group of Institutions offers an outcome-based curriculum and runs the Arts, Commerce, and Science stream, in which these courses address cross-cutting issues relevant to professional ethics, gender, human values, the environment, and sustainability. The curriculum includes various topics and chapters to integrate all these components. Similarly, cross-cutting issues relevant to gender, human values, and professional ethics are covered in the prescribed syllabi of the university in various subjects in the form of topics, chapters, poems, and co-scholastic activities.

Human Values: The institution conducted various innovative practices and programmes under RED CROSS to get introspection and inculcate human values among the students, such as, blanket distribution to the needy, blood donation camps, orphanage visits, debates, and panel discussions on the topic 'Religion is the opium of the masses', and voter's day awareness.

Environment and Sustainability: The institution took care to inculcate values and encourage students to promote 'Sustainability Development Goals' by conducting various practices and programmes under NSS and RED Cross, including Swachatha Andolan, tree planting, awareness campaigns on global warming and cleanliness, and health and hygiene aspects.

Gender Issues: The prose, poetry, and other chapters in certain courses addressed issues related to gender sensitivity and equity. Additionally, our institute organized special programmes to raise gender awareness and gender sensitization among students. The institution has set up the '**Women Empowerment Cell**' and adopted several initiatives on gender equality

and organised Women's Day celebrations, a self-defence programme, UNIFORM debate, and panel discussions on 'Women Reservation, SKIT, and Painting Competition on National Girl Child Day.

Democratic Values: Debates and Discussions were made on 'Separation of Judiciary and Executive', and 'Virtues and Shortcomings of British Colonial Legacy in India' aimed to inculcate democratic and historical values among the stake holders, including the students.

Seminars and Workshops on Professional Ethics and Academic Excellence: The institute organised a several programmes with a focus on academic issues including gender, research ethics, professional ethics, the environment, economic and social empowerment, and so on, to provide practical insights and hands-on experience among the students. More than 25 seminars and workshops were organized on topics like entrepreneurial finance, business and management research, business plans, entrepreneurship, social empowerment, the economics of entrepreneurship, global developments in the field of IPR, grey literature, import and export business in India, small businesses, intellectual property rights, qualitative research methodology, research ethics, the role of cooperative societies, venture capital and crowd funding, web development for small scale businesses, women entrepreneurs, etc. These initiatives aimed to enhance capacity building among both students and faculty members.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 73.53

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 250

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 53.58

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
114	114	180	98	62

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
260	260	260	160	120

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 76.42

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
73	50	134	91	57

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

2022-23	2021-22	2020-21	2019-20	2018-19
130	130	130	80	60

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 16.19

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Our institution tries to enhance the learning experiences of students by integrating various methods and innovative practices that include experiential learning, peer learning, participatory learning, and problem-solving methodologies. In the digital era, faculties use ICT tools such as smart boards, projectors, and e-resources to make the teaching-learning process more effective. Several activities, such as field visits, guest lectures, student seminars, role plays, debates, quizzes, group discussions, and mock tests, are conducted to get hands-on experience and engage students in the learning process.

A brief outline of some of the methods adopted by faculty members is as follows:

1. Experiential Learning:

1.1 Field Visits: Departments select academically oriented locations, sites, and industries. The students are taken on field visits and industrial visits to be involved in the interaction, which will enhance their comprehensive understanding of the subject.

1.2 Guest Lecture: Guest lectures are organized by various departments across arts and commerce. Guests are invited from industry to provide input to supplement the knowledge of the students and provide conceptual clarity.

1.3 Documentary Screening: Students are transported beyond their classroom experience through the screening of documentaries and movies relevant to the subject matter. Documentaries pertaining to historical events and personalities help students understand the different layers of each issue.

1.4 Webinars and Seminars: Several webinars and seminars are also organized to enhance the understanding of students beyond the prescribed syllabus and text by inviting domain experts from the relevant fields. Online webinars were organized using the virtual mode of Zoom to bring guests together across physical distances.

1. Participative Learning:

2.1: Participation at state and national level competitions: To encourage both scholastic and co-scholastic activities, students are encouraged to participate in various inter-collegiate competitions specific to the academic curriculum aimed at bringing out the hidden talents of the students.

2.2 Debates: Through debates conducted across departments, students develop the skill of critically evaluating any given issue and presenting their perspectives.

2.3 Quizzes: Quizzes are conducted by teachers of various departments, primarily pertaining to the academic curriculum, such as business quizzes and peer quizzes.

2.4 Role Play: The language department has actively conducted role plays to enhance the communication skills and confidence level of the students.

2.5 Seminars: Students are given an opportunity to step out and present a seminar on topics either chosen or allotted to help them gain a comprehensive understanding of the subject and develop presentation skills. The students present their seminars with PowerPoint presentations.

2.6 Group Discussions: Group discussions play a vital role in developing the teamwork and leadership skills of a student. Such activities are conducted across the arts and commerce departments.

3. Problem-solving Methodology:

3.1 Case Studies: The analysis of case studies is adopted to provide students with analytical and **logical** thinking skills. This is commonly adopted in management programmes as well as while teaching business law, cyber law, etc.

3.2 Research activities: Research activities are promoted in each department, where the **students** get knowledge about emerging areas and are helped to promote research aptitude. Students are encouraged to use e-resources such as Jstor, Shodhganga, and Researchgate for their research purposes.

In the organization of all these activities, various ICT tools such as projectors, zoom, and e-resources are used by the faculties and students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
21	18	15	8	8

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 65.71

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
15	11	9	6	5

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Internal assessment within the institution is transparent and robust. It follows the rules and regulations of Bangalore University. The process of conducting internal assessment and examination has been conveyed to students during the orientation programme at the beginning of every academic year.

Soon after the commencement of college at the beginning of the semester, a bridge course is conducted for the students who have come from different streams.

- Before the three weeks of commencement of the internal examination, examination dates will be announced to the students, and a timetable will be displayed on the notice board.
- The internal examination is conducted for one hour for 30 or 25 marks (as per the course).
- After the completion of examinations, internal assessment marks will be submitted to the exam committee, and they will be communicated to the parents and students.
- Each semester witnesses two internal examinations and one preparatory exam, on the basis of students who are also identified as advanced, gifted, or slow and low-performing learners.
- As a part of academic evaluation, the department conducts seminars, assignments, micro-projects, internships, and viva-voce for allotting internal marks.
- Internal assessment marks are displayed on the notice board. Grievances in the internal assessment score can be addressed to the concerned HOD or subject teacher. After the grievance is heard, the internal marks are either corrected or the logic behind the evaluation is made clear. If the student is not satisfied, the grievance can be taken to the principal in person. The principal intervenes in the matter, and the matter is amicably settled.
- Student signatures are taken after having seen and being satisfied with the evaluation mechanism.
- Finalised internal assessment scores are then uploaded to the Bangalore University website.
- Bangalore University announces the exam dates in its calendar of events on the university portal. If there are any changes or modifications, they will be notified on the university website.
- The university issues the hall tickets and announces the exam center, which is then distributed to the students in accordance with the university guidelines.
- The Bangalore University announces the results, which are verified by the in-house examination committee.
- Any discrepancy or grievance is brought to the notice of the university with the supporting documents.

The follow-up of the complaint is given importance, and issues are resolved at the earliest, depending on the processing of the complaint by the university.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

The skills a graduate student gains are reflected in the vision and mission of the institution. The Programme outcomes (PO) and course outcomes (CO) strive to inculcate these attributes in the students.

Some of the graduate attributes are:

After the completion of the programme, the students will have developed the following skills:

1. Develop relevant, domain-specific knowledge.
2. Apply the conceptual knowledge to solve problems.
3. Apply problem-solving abilities for the betterment of society.
4. Develop crucial skills such as interpersonal, communication, and reasoning skills.

Formulation of POs and COs: The course outcomes are provided in the syllabus of the university, which is then disseminated to the students.

Communication of Pos and COs: During the induction programme, the POs are explained to the students, and at the beginning of each semester, the COs are oriented to the students.

Attainment of POs and COs: The POs and COs are measured through the assessment of students. This assessment is carried out internally in the form of internal assessments and externally through semester examinations.

The internal assessments include assessments that test various skills of the students, such as writing skills, speaking, researching, leadership, and teamwork.

The external assessment conducted by the university has also been a benchmark to evaluate the attainment of COs. The high pass percentage in each semester leading to top ranks in the university in consecutive years has been an example of successful attainment of POs and COs.

The attainment is also measured through the student's progression after the completion of their degree. The skills gained while pursuing the course have helped students gain jobs in specific domains, pursue higher education, and prepare for competitive exams.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The Universal School of Administration is committed to achieving Program Outcomes (POs) and Course Outcomes (COs) through a systematic and comprehensive evaluation process. The institution's approach to evaluating the attainment of these outcomes involves multiple steps, ensuring that students acquire the necessary knowledge, skills, and attitudes as outlined in the POs and COs.

Formulation and Communication of POs and COs

Formulation: The POs and COs are formulated in alignment with the institution's vision and mission, and in accordance with the guidelines provided by Bangalore University. These outcomes are developed to reflect the essential attributes that graduates should possess upon completion of their programs. They encompass domain-specific knowledge, problem-solving abilities, interpersonal skills, and societal awareness.

Communication: The POs and COs are communicated to students and faculty at the beginning of each academic session. During the induction program, new students are oriented about these outcomes, and at the start of each semester, faculty members reinforce these objectives in their respective courses. The POs and COs are also prominently displayed on the institution's website and in departmental brochures to ensure visibility and awareness.

Evaluation Process

Internal Assessment: The institution employs a continuous internal assessment system to evaluate the attainment of POs and COs. This includes a variety of assessment methods such as assignments, quizzes, presentations, projects, theory and practical examinations. Faculty members design these assessments to directly measure specific POs and COs, ensuring that students are continually evaluated on their progress toward achieving the desired outcomes.

External Assessment: In addition to internal assessments, external assessments conducted by Bangalore University play a crucial role in evaluating the attainment of POs and COs. University examinations are designed to test students' knowledge and understanding of the course material comprehensively. The results of these examinations provide an external validation of the students' competencies.

Mapping and Analysis: Each course is mapped to the relevant POs and COs. After assessments, faculty members analyze the results to determine the extent to which students have achieved the specified outcomes. This analysis includes quantitative measures such as the percentage of students meeting the expected performance levels and qualitative feedback from faculty and external examiners.

Feedback Mechanism

Curriculum Review: Based on the feedback and the attainment analysis, the Departmental Academic Committee (DAC) reviews the curriculum periodically. Necessary modifications and updates are made to the curriculum to address any gaps identified in the attainment of POs and COs.

Continuous Improvement

Action Plans: To address any shortcomings in the attainment of POs and COs, action plans are developed and implemented. These plans may include faculty development programs, enhanced learning resources, revised teaching methodologies, and additional student support services.

Monitoring and Evaluation: The Internal Quality Assurance Cell (IQAC) monitors the implementation of action plans and evaluates their effectiveness. Regular audits and academic reviews are conducted to ensure that the institution is making progress toward achieving its educational objectives. The IQAC provides recommendations for further enhancements based on the evaluation results.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 98.95

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
146	82	38	17	0

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
146	85	38	17	0

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

<p>2.7.1</p> <p>Online student satisfaction survey regarding teaching learning process</p> <p>Response:</p>	
File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 8.5

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	3.00	4.00	1.50

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The Universal School of Administration has been working towards imparting value-based quality education with an industry and institution interface and igniting the idea for innovation and entrepreneurship among the students through its activities and programs.

Entrepreneurship Development Cell:

The Universal School of Administration fosters a dynamic environment for aspiring entrepreneurs. The Entrepreneurship Development Cell aims to redefine the scope of entrepreneurial activities to blend societal and economic efforts with improving the quality of students. The cell invites innovative ideas from the students and nurtures their ideas for start-ups by guiding them to motivate them to become successful innovators and entrepreneurs. Through mentorship and networking opportunities, it empowers students to cultivate innovative ideas, develop business insight, and navigate the entrepreneurial

landscape. This cell provides real-world, experiential learning through practical and theoretical entrepreneurship skills development programmes and seminars related to entrepreneurship.

Research and Innovation Cell:

The Research and Innovation Cell has been established to systematically foster a culture of innovation and research among students and teachers. The cell conducts several programmes, such as seminars, workshops, and training sessions, to encourage, inspire, and nurture students by supporting them to work with new ideas and transform them into models. The cell motivates young students and faculty members to undertake outcome-based academic research activities that are the need of the hour.

Intellectual property rights (IPR):

This cell aims to develop and conduct training programs for faculty, researchers, and students to enhance their understanding of IPR laws and practices. The cell intends to undertake various research projects from the government, industry, and NGOs, and initiate the publication of books, research papers, working papers, and monographs related to IPR attributes. It facilitates the transfer of technology from the institution to industries by actively participating in technology transfer and commercialization initiatives. This college actively participates in collaborative initiatives, conferences, and forums related to intellectual property rights to stay updated on the latest developments and best practices.

Placement and counseling:

The primary goal of the placement and counseling cell of the School of Administration is to arrange employment opportunities for students. With a view to achieving the said objective, the cell keeps watch over job fairs and maintains proper liaison with the companies, arranging the company's visit to the campus. Keeping this aspect in mind, the college has established a placement and counseling cell that provides career guidance to students seeking help in deciding their careers and arranges the participation of students in job fairs. The students can freely approach the placement cell for any guidance pertaining to filling out forms, competitive exams, admissions, etc. The cell on campus mentors the future entrepreneurs through appropriate trainings, seminars, conferences, and workshops. It is also responsible for intellectual growth and provides employment opportunities in various domains through placement melas.

Incubation Center:

To develop innovation and critical thinking in students, the Universal School of Administration has initiated setting up an incubation center on the ground floor. Entrepreneurs at the incubator will benefit from collaborative spaces, workshops, and resources to postpone their ideas into active businesses. With a focus on fostering creativity and technological advancements, this incubator promises to be a catalyst for success.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 45

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
11	12	5	7	10

File Description**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**3.3 Research Publications and Awards****3.3.1**

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 1.16

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
10	7	6	3	3

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

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

Response: 2.08

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

2022-23	2021-22	2020-21	2019-20	2018-19
21	10	8	8	5

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The institution integrates its vision of holistic development through extension activities, creating awareness about social issues and promoting responsible citizenship. The college involves students and faculty in social outreach as part of their learning experience. Civic engagement is emphasized to instill patriotic and ethical values through service learning, with numerous programs aimed at building social responsibility. All students are encouraged to volunteer in these activities, exploring potential solutions to complex social issues. Active support is extended to the community through schemes like NSS, NCC, and the Indian Youth Red Cross Wing. The focus is on public health, environmental sustainability, and public infrastructure maintenance. Faculty stimulate civic responsibility through classroom discussions on socio-political, business, environmental, and economic issues.

Youth Red Cross Committee:

This committee encourages youth to address health needs on humanitarian grounds and fulfill civic duties. Activities include blood donation camps, visits to orphanages and old age homes, road accident prevention rallies, heart health, cancer, and dengue awareness campaigns.

National Service Scheme (NSS):

NSS interacts with the community to identify needs and design solutions, fostering social responsibility. Activities include tree plantation drives, waste collection, Swachh Bharat Abhiyaan campaigns, lake cleaning and restoration, no plastic rallies, computer awareness programs, human rights awareness skits, girl child education promotion, cybercrime awareness, blood donation camps, and cleaning government schools. National Sports Day is celebrated with a walkathon.

National Cadet Corps (NCC):

NCC focuses on discipline, leadership, and selflessness. Activities include sports events like Grameena Kreedha Koota, the Universal Premier League, volleyball tournaments, plastic waste collection drives, Lalbagh Lake Cleaning Drive, free eye and dental check-ups, and higher education awareness campaigns. A digital awareness campaign was also conducted to promote integrated national development.

Through these initiatives, the institution promotes civic responsibility, social harmony, and community engagement, contributing to the overall development of students and the community.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The college has a vision of quality and community-oriented education by providing equal opportunity and priority for both scholastic and co-scholastic activities. The extension activities are crucial educational ideologies for societal advancement, and hence the institution has adopted several innovative strategies and inculcated extension activities along with a focus on academic activities.

These activities are carried out through the National Service Scheme (NSS), NCC, and Red Cross Society in coordination and convergence with the neighbourhood community organisations and associations like the Indian Red Cross Society, District Panchayat, District Health and Family Welfare Department, Youth Empowerment and Sports Department, Charitable Seva Samsthe and Trusts, Centre for Urban and Rural Development Society, Sustainable Technologies and Environment Protection Society, etc., intended to ensure students' involvement in social causes.

The social welfare activities organised are, voluntary blood donation camps; participation in the road accident prevention and control rally at Kanteerava Stadium, protection and restoration of sustainable environments and ecosystems; promoting good health and well-being in the community; Swacch Bharath Abhiyan efforts, Tree Plantation, Aids Awareness Programme, Cancer Awareness Programme, Breast Cancer Awareness Programme, Road Safety Measures, Awareness Programme on Cyber Crime, Dengue Awareness, Importance of Higher Education: An Awareness Programme, Digital India Awareness Programme, Computer Awareness Programme for Adults, Developing and managing an efficient garbage disposal system and cleaning village roads, Plastic waste collection, Community hygiene programme, No Plastics Rally, awareness programme on girl child education, International Human Rights Day skit,

The institution has received several letters of appreciation, certificates of appreciation, and Best Volunteer Awards from various organisations like the Indian Red Cross Society, Karnataka, Narayana Hrudyalaya Blood Centre, District Panchayat, District Health and Family Welfare Department, Youth Empowerment and Sports Department, Navajeevan Charitable Seva Samsthe, NTR Charitabel Foundation Trust, Spandana Grass Root Level Support Organisation, Centre for Urban and Rural Development Society, Sustainable Technologies and Environment Protection Society, etc. in recognition of its extension activities. These appreciations and recognitions serve as vital proof of the institution's contribution to societal development and social welfare.

Our students volunteered to participate in several activities by joining hands with government or non-government bodies. It includes activities related to environment protection, women's care and safety, charity for needy people, and education activities, i.e., to literate people to create awareness. The major objective of the extension activities is to enable the students to be socially responsible and accountable.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 45

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
17	9	3	9	7

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration**3.5.1**

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 20

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Universal School of Administration was established in 2017 under the aegis of Universal Charitable Centre as per the Karnataka State Universities Act 1959 and the college is affiliated to Bangalore University.

The college has created a green campus providing state of the art infrastructure and all the requisite facilities on a sprawling 7.5-acre plot of land. It has a built-up area of 10,476.28 sq. mts. Furthermore, the college provides adequate infrastructure facilities for teaching and learning with Wi-Fi enabled classrooms, library and updated technical facilities.

Similarly, excellent amenities are being provided with UPS backup of 10 KV, 12 KV, 30 KV and 82 KV generator in the campus along with more than 1000 tree plantations with a garden.

The Administrative & Academic block has a built-up area of 5,923.24 Sq. mts. There is a residential hostel for boys with three floors, carpet area of 2447.30 Sq. mt. with capacity of accommodating 280 students and the girls' hostel of two floors, with a carpet area of 2005.74 Sq. mt. with of capacity accommodating 250. Apart from these hostels a paid Canteen facility is also provided in the campus which serves hygienic food.

The institution has provided seamless internet connection across classrooms, laboratories and common area. Library & information centre is accommodated with the carpet area of 201 Sq. mts. In the administrative block.

The whole campus is under the surveillance of 124 CCTV cameras with security guards, RO water filters. Rest rooms, both for girls and boys are provided in each floor. Separate bus facilities are available for both staff and students. There are about 26 day-scholars and the remaining students stay in the hostels. There are 12 lecture halls and 5 seminar halls, which are ICT enabled and under CCTV Surveillance. All the classrooms are equipped with modern furniture and other facilities like fans, lights. Each classroom has a provision of IT infrastructure for online learning, discussion forums, and webinars. There are separate staff rooms for both men and women. All the floors are provided with Wi-Fi access. Notice boards are available in all the common areas, and the whole campus is Wi-Fi enabled. The Institution has two well-equipped laboratories for teaching Computer, Geography, Botany and Chemistry.

The institution has come to be known as a pivotal hub of social and cultural life at both national and state levels. The Social Committee fosters individuality by offering a platform for students to showcase their talents in various fields such as art, acting, painting, journalism, and more. On-campus, students engage in outdoor activities like football, volleyball, cricket, and track & field on a 200-meter sports track. Scholarships are available to support students at all academic levels, and daily yoga sessions are provided in the mornings for hostel residents. A dedicated yoga faculty guides students to develop physically, mentally, and spiritually, including preparation for the Indian government's Agnipath scheme.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 69.64

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
145.52	100.37	528.55	1154.64	290.71

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The library is located in the main campus with a total area of 2162 Sq. Ft. and a total seating capacity of 160 students with a collection of more than 5000 volumes, more than forty periodicals and subscription of e-journals, ten daily newspapers and back volumes of periodicals available. An extension of the main library is functioning in second block. The institute has enough budget provision for procuring books of subjects ranging from arts, commerce, languages, spiritual values, general knowledge, personality development and books related to competitive examinations.

The Library has acquisition, circulation, reference, periodicals, reprographic and OPAC etc. Wi-Fi service and six closed CCTV cameras have been installed in Library. User orientation is organized at the beginning of the year regarding the various facilities, services and resources available in the library. The library conducts Library Saphaha, organizes book exhibitions, and displays new arrivals of available books to the user community. Both students and faculties extensively use the library. The library opens every working day from 8:00 AM to 11:00 PM.

The library is fully automated with leading library software solutions, automated with KOHA and I-VRM software.

1. ILMS Software KOHA

- KOHA software dedicated cloud servers ensuring 24x7 access
- Customizable search facility.
- **It is** built using library standards and protocols Multilingual and transferable.
- OPAC, circulation, management and self-checkout interfaces are all based on standards compliant.
- World Wide Web technologies – XHTML, CSS and JavaScript –making KOHA a platform with independent solutions.
- KOHA is an open-source Integrated Library System (ILS), used world-wide by public, school, colleges and special libraries.

1. LMS Software : I-VRM (I-Vidyalaya Resource Management)

- Nature of automation : Full
- IVRM is an Licensed Integrated Library System (ILS), used world-wide by public, school, colleges and universities.
- IVRM is streamlined with dedicated cloud servers ensuring 24X7 access
- IVRM includes Customization search facility.

- IVRM is built using library standards and protocols Multilingual and transferable.
- IVRM circulation, management and self-checkout interfaces are all based on standards compliant.

The digital library is equipped with 40 computers connected to the Internet for users to search and browse information on e-databases, e-journals, e-magazines and e-books as well as audio books &

CD/DVD's. The library has adequate computing infrastructure to cater to the needs of the users. The Wi-Fi facility in the campus continues to attract users to bring their laptops and have seamless access to print & electronic resources.

- **Per day usage of library (31%)**

The library is providing continuous services to the user community as per the requirements of the users. The library utilization report summary, per day usage of library by the user community (Teacher & Student) through biometric. Usages of the library report generate daily and published by the end of every month and it is duly signed by the principal at the end of every month.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The college has positively integrated ultra-modern IT methods and is looking forward to the complete automation of the daily activities of the college. Academic, administrative and admission process are integrated with IT to become the process more easy, efficient and transparent.

- The full-bodied IT infrastructure of the college comprises 85 computers connected with WiFi/LAN
- The College has **two dedicated servers** for the smooth functioning of Office, Library and Computer Labs.
- The college is fully automated with the single window ERP software.
- Library is automated with ERP and KOHA software.
- **Staff and Students attendance through Biometric**
- Library has the subscription of e-journals
- **E-content development center.**
- Video conferencing facility.

ERP software with cloud server facility which enables the smooth functioning of the day-to-day activities.

- ERP is available as mobile application
- Bulk SMS service to communicate with parents and alumni.
- High speed internet facility through 100 mbps speed.
- Subscriptions of essential software like Windows, MS Office, Word Press, Quick heal and Antivirus.
- All the departments are equipped with computers, printers, scanner, LAN and WiFi Connectivity
- College provides open Wi-Fi facilities for students and teachers
- All the academic and administrative blocks are connected through Optical Fibre Cable (OFC)
- The college has a Dynamic Website and active social media platforms like Twitter, Facebook and Instagram.
- Biometric access control & fingerprint entry register in Office & Library

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 4.05

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 84

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities

excluding salary component, during the last five years (INR in Lakhs)

Response: 30.32

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

2022-23	2021-22	2020-21	2019-20	2018-19
351.56	226.70	136.76	163.10	88.45

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 72.64

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
243	258	221	119	83

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 85.69

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

2022-23	2021-22	2020-21	2019-20	2018-19
335	320	295	85	55

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 81.98

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
116	68	33	15	0

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
146	82	38	17	0

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 94.12

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
19	18	7	4	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

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 last five years

Response: 43

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

2022-23	2021-22	2020-21	2019-20	2018-19
21	14	4	0	4

File Description**Document**

Upload supporting document

[View Document](#)

list and links to e-copies of award letters and certificates

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 32.8

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
51	44	4	37	28

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

The Alumni Association of Universal School of Administration – Old Students Association is a non-profit making registered Society, under the Karnataka Societies Registration Act 1960, District Registrar, Fourth Zone, Bengaluru Urban District bearing the Registration No: DRB4/SOR/321/2021-2022. The Association is dedicated to bringing together the alumni committee on a common platform to build another channel of personal and professional support to members through “Self Help” within the community.

The Alumni Association of the Universal School of Administration stands as a beacon of support and commitment, playing a pivotal role in the institution's development through their unwavering dedication and contributions. Established with the goal of fostering lifelong connections and nurturing a spirit of giving back, the association has evolved into a vital force in shaping the future of our alma mater.

First and foremost, the financial contributions of our alumni have been instrumental in propelling the institution forward. Through generous donations, alumni have funded scholarships, endowed chairs, and critical infrastructure projects. These investments not only enhance the academic experience but also ensure that future generations have access to the resources they need to succeed. Beyond monetary support, alumni volunteer their time and expertise, enriching the educational landscape through mentorship programs, guest lectures, and career guidance initiatives. Their real-world insights and professional networks provide invaluable opportunities for current students to learn and grow.

Moreover, the Alumni Association serves as a bridge between past, present, and future generations of students and faculty. By organizing reunions, networking events, and professional development workshops, alumni facilitate meaningful connections that transcend graduation. These interactions foster a sense of community and belonging, instilling pride in our alma mater and inspiring continued engagement. Alumni serve as ambassadors, advocating for the institution's values and accomplishments in their respective fields, thereby enhancing its reputation and influence.

Furthermore, the Association plays a crucial role in institutional governance and strategic planning. Alumni representatives on advisory boards and committees provide invaluable perspectives derived from their diverse experiences. Their input ensures that institutional policies align with the evolving needs of society and industry, fostering innovation and excellence. Alumni leaders also contribute to shaping curricula that prepare students for the challenges of the modern world, ensuring relevance and rigor in education.

Additionally, the impact of alumni extends beyond the confines of academia. Many graduates of the Universal School of Administration have achieved notable success in their careers and communities, embodying the institution's values of leadership and service. Alumni-led initiatives in social entrepreneurship, community service, and environmental sustainability exemplify their commitment to making a positive difference in the world. Through their actions, alumni inspire current students to aspire to greatness and uphold the values instilled during their time at the institution.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Universal School of Administration, an initiative of the Universal Coaching Centre (UCC) in Bangalore, has been providing holistic and exam-oriented coaching for competitive exams at State and Central levels for 24 years. The college's objectives align with its vision and mission, focusing on holistic education, encompassing intellectual, vocational, spiritual, and cultural dimensions. Committed to global standards of excellence, the institution emphasizes teaching, research, consultancy, entrepreneurship, and continuing education, holding itself accountable through periodic evaluation and continual improvement with effective quality management systems. The Institute has an excellent track record in competitive exams like IAS, IPS, KAS, and other Grade B & C services.

Governance Mechanism and Policies

The Managing Committee, the apex policy-making body, sets the framework to achieve objectives and finalizes the action plan. It consists of the Governing Council, Chairman, Secretary, Principal, IQAC Coordinator, Admin Manager, HR Manager, General Manager of Marketing, and External Members. The Principal, as the executive head, manages the college's daily affairs in coordination with the Heads of Departments.

Commitment towards NEP Implementation

Within the NEP framework, curriculum updates and credit transfers for affiliated institutions await university-initiated changes. However, key NEP aspects like teacher training, infrastructure enhancement, technology integration, and inclusive practices are actively pursued, promoting high-quality education. Refer to FDP, MDP, and e-governance sections.

Decentralization and Participatory Governance

The college operates with a decentralized and collaborative approach aligned with its vision, mission, objectives, and policies. An Annual Overall Action Plan is formulated before each academic year, integrating action plans and budgets from management, administration, departments, clubs, and forums. Academic and administrative units follow decentralization and participatory management principles, supported by modern technological amenities like ICT facilities and excellent physical infrastructure. Refer to GC Meetings and the Academic-Administrative Audit Report.

Admission

Admissions are open to all, regardless of caste, religion, region, or economic status. Special opportunities are provided to minority students and marginalized communities, fostering their passion for knowledge and social responsibility. The college's initiatives in remedial coaching, aptitude training, and employability skill enhancement programs are noteworthy. The 2019-2022 BA batch secured nine top ranks at the University level with the guidance of the Universal School of Administration.

The Green Campus Drive

Launched by IQAC, the Green Campus Drive promotes sustainable development through eco-friendly measures such as green audits, energy audits, environmental audits, tri-color bins, a biodegradable waste plant, a plastic crushing unit, solar panels, and rainwater harvesting systems. The campus is ISO 14001:2015 certified.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The Universal School of Administration (USA) is renowned for its well-structured and efficient organizational framework, alongside its progressive policies that promote a culture of excellence and continuous improvement. The institution's governance and operational strategies are meticulously designed to ensure seamless functioning and high standards of accountability.

Organizational Structure:

At the pinnacle of USA's organizational hierarchy is the Governing Council, a body of esteemed academicians, industry veterans, and experienced administrators who provide strategic direction and ensure the institution's alignment with its mission and vision.

Directly below the Governing Council is the Chairman, who oversees the institution's overall performance and ensures adherence to strategic goals. The Chairman is supported by the Secretary, who manages administrative operations and ensures effective communication across all levels of the organization.

The Principal, a pivotal figure in the organizational structure, is tasked with the day-to-day management

of the institution, ensuring that academic and administrative functions run smoothly. The Principal works closely with Heads of Departments (HODs), who manage academic departments, promote academic excellence, and foster a collaborative environment.

Supporting the academic framework is the independent Exam Committee, which ensures the integrity and fairness of examination processes. Additionally, the Internal Quality Assurance Cell (IQAC) plays a critical role in maintaining and enhancing the quality of education and institutional processes through regular assessments and feedback mechanisms.

Non-teaching heads manage various administrative and support functions, ensuring that the institution's infrastructure, finances, and student services are efficiently handled, contributing to the overall effectiveness of the organizational structure.

Universal School of Administration - Organogram

Effective HR Policy:

USA's Human Resources policy is designed to attract, nurture, and retain top talent. The appointment procedures are transparent and merit-based, ensuring that only the most qualified candidates join the institution. This rigorous process includes multiple stages of evaluation to assess the candidates' qualifications, experience, and alignment with the institution's values.

Staff welfare policies are comprehensive, addressing various aspects of employees' well-being, including health benefits, professional development opportunities, and a supportive work environment, creating a motivated workforce.

The Career Progression System at USA provides clear pathways for growth and development for both teaching and non-teaching staff. Regular training sessions, workshops, and performance appraisals ensure continuous professional development and recognition of excellence.

The institution's Code of Conduct and Service Rules uphold the highest standards of professionalism and ethical behaviour. These rules cover all aspects of employment, including attendance, discipline, performance evaluations, and grievance redressal mechanisms, ensuring a fair and just working environment.

Upgraded E-Governance Policy

USA's commitment to innovation and efficiency is exemplified by its upgraded e-Governance policy. This policy leverages advanced digital technologies to streamline administrative processes, enhance transparency, and improve service delivery.

The e-Governance system includes an integrated platform for managing academic records, admissions, examinations, and financial transactions. This system reduces paperwork and administrative burden, ensuring real-time access to information, facilitating better decision-making, and enhancing efficiency. This includes provisions for cybersecurity and data privacy.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The Universal School of Administration (USA) is committed to excellence in governance education and public administration. This commitment is reflected in its robust human resource policies, which encompass a comprehensive performance appraisal system, effective welfare measures, and ample opportunities for career development and progression.

Performance Appraisal System

USA's performance appraisal system is designed to fairly and transparently recognize the contributions of teaching and non-teaching staff.

1. Annual Performance Reviews: Staff undergo annual evaluations that assess teaching effectiveness, research contributions, administrative responsibilities, and professional conduct.
2. Feedback Mechanism: The appraisal process includes a feedback mechanism, allowing employees to provide input on their performance and suggest improvements. This ensures evaluations are comprehensive and consider the employee's perspective.
3. Clear Criteria and Objectives: Appraisals are based on clear criteria and objectives aligned with the institution's mission and values, ensuring staff understand expectations and how to achieve excellence.

Welfare Measures

USA prioritizes staff welfare through several initiatives.

1. Health and Wellness Programs: Comprehensive health insurance, wellness programs, and regular health check-ups support staff's physical and mental well-being, promoting a healthy work-life balance.
2. Retirement and Pension Plans: Robust retirement benefits, including provident fund and gratuity, ensure financial security post-retirement, complemented by pension plans are on the discussion table.
3. Work Environment: Team-building activities, social events, and recognition programs foster a positive work environment, building a sense of community and belonging.

Career Development and Progression

USA is dedicated to the professional growth and advancement of its employees.

1. Training and Development Programs: Regular training sessions, workshops, and seminars enhance staff skills and knowledge, covering a wide range of topics from pedagogical techniques to administrative efficiency.
2. Promotion Policies: Clear and transparent promotion policies are based on merit, experience, and performance. Employees are encouraged to take on new challenges and responsibilities, with advancement opportunities regularly communicated.
3. Educational Support: USA supports employees in pursuing higher education and professional certifications, offering study leave, financial assistance, and flexible work arrangements to facilitate continuous learning.

The Universal School of Administration's commitment to a comprehensive performance appraisal system, effective welfare measures, and ample career development opportunities demonstrates its dedication to fostering an inclusive, innovative, and supportive work environment. These efforts enhance employee satisfaction and productivity, contributing to the institution's mission of excellence in governance education and public administration.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and

towards membership fee of professional bodies during the last five years**Response:** 51.43**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
10	9	7	5	5

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshops and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 153.26**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
37	34	29	18	23

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
5	5	4	4	4

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization**6.4.1**

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The Universal School of Administration (USA) prides itself on a robust and forward-thinking approach to resource mobilization and fund utilization. This visionary strategy is meticulously crafted to ensure that the institution not only secures but also optimally deploys resources from diverse streams, including government and non-government organizations. Our approach is underpinned by a commitment to financial transparency and accountability, evidenced by regular internal and external financial audits.

Strategic Mobilization of Resources

At USA, we recognize that effective resource mobilization is the cornerstone of sustainable growth and development. Our strategic partnerships with government bodies, private sector organizations, and philanthropic entities underscore our proactive stance in securing essential funding. By fostering relationships with these stakeholders, we tap into a wide array of financial support, grants, and sponsorships that bolster our academic and infrastructural initiatives.

Our institution has instituted a dedicated Finance and Audit Committee that functions as the nerve center

for identifying, negotiating, and securing funding opportunities. The committee’s multifaceted approach includes leveraging data-driven insights to align potential funding sources with our strategic priorities, thereby ensuring a seamless and efficient mobilization process. This committee also conducts targeted outreach programs, engages in collaborative ventures, and participates in grant-writing workshops to enhance our funding portfolio.

Optimal Utilization of Funds

Optimal utilization of resources is ingrained in the ethos of USA. We employ a meticulous and strategic allocation framework that ensures every dollar is deployed in a manner that maximizes impact and fosters institutional excellence. Our budgeting process is participatory, involving key stakeholders to prioritize projects that align with our strategic objectives and educational mission.

We continuously assess and refine our financial strategies to eliminate redundant expenditures and reallocate resources to areas that drive the most significant benefits for our students and staff.

Financial Transparency and Accountability

To safeguard our financial integrity, USA conducts regular financial audits, both internal and external. These audits are critical in maintaining transparency, detecting discrepancies, and ensuring compliance with regulatory standards. Our internal audit team operates with an unwavering commitment to scrutinizing financial transactions, verifying the accuracy of financial statements, and assessing the effectiveness of our internal control systems.

Complementing our internal audits, we engage reputable external auditing firms to provide an impartial assessment of our financial health. These external audits serve as a testament to our accountability, offering stakeholders confidence in our fiscal management and reinforcing our reputation for financial probity.

At the Universal School of Administration, our strategic approach to resource mobilization and optimal fund utilization is a testament to our commitment to excellence, innovation, and sustainability. Through robust partnerships, innovative budgeting practices, and rigorous financial audits, we ensure that our resources are not only secured but also judiciously utilized to propel our institution towards achieving its mission of delivering exceptional education and fostering holistic development. As we continue to navigate the dynamic landscape of educational funding, our steadfast dedication to financial transparency and accountability remains the bedrock of our operational philosophy.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The Universal School of Administration (USA) has always been a beacon of excellence in education, underpinned by a relentless pursuit of quality and continuous improvement. At the heart of this commitment lies the Internal Quality Assurance Cell (IQAC), a pivotal entity that has significantly contributed to institutionalizing quality assurance strategies and processes within the institution. The IQAC's role encompasses reviewing the teaching-learning process, structures, and methodologies of operations, as well as assessing learning outcomes at periodic intervals to ensure sustained incremental improvements.

Strategic Role of IQAC

The IQAC at USA operates with a clear mandate to embed a culture of quality across all facets of the institution. This involves formulating and implementing strategies that align with the institution's mission and vision, fostering a climate of excellence, and promoting best practices in teaching, learning, and administration. The cell functions as a dynamic hub for quality enhancement, driving the institution towards its strategic goals through meticulous planning, rigorous evaluation, and systematic feedback mechanisms.

Reviewing the Teaching-Learning Process

This entails evaluating curriculum design and delivery, pedagogical methods, and assessment techniques. By adopting a student-centric approach, the IQAC ensures that teaching methodologies are innovative, inclusive, and effective. Regular feedback from students, faculty, and other stakeholders is systematically collected and analysed to identify areas for improvement. This iterative process helps in refining teaching practices, incorporating new educational technologies, and fostering an engaging learning environment.

Structuring and Methodologies of Operations

By standardizing procedures and establishing clear guidelines, the cell ensures that all academic and administrative processes are efficient, transparent, and aligned with quality benchmarks. This includes developing standard operating procedures (SOPs) for various activities, implementing robust monitoring and evaluation systems, and ensuring compliance with regulatory requirements. The IQAC's focus on operational excellence helps in minimizing redundancies, optimizing resource utilization, and enhancing overall institutional effectiveness.

Assessing Learning Outcomes

The cell employs a variety of metrics and evaluation tools to measure student performance and learning achievements. This includes analysing examination results, conducting periodic assessments, and tracking student progress through continuous evaluation methods. The insights gained from these assessments are used to identify gaps in learning, develop targeted interventions, and enhance academic support services. By focusing on measurable outcomes, the IQAC ensures that the institution's educational objectives are met and that students are well-prepared for their future endeavours.

Recording Incremental Improvements

By creating a repository of best practices and success stories, the IQAC fosters a culture of learning and adaptation, encouraging the institution to strive for higher standards of excellence.

The IQAC at USA is instrumental in institutionalizing quality assurance strategies and processes. Through its diligent efforts in reviewing the teaching-learning process, optimizing operational methodologies, assessing learning outcomes, and recording incremental improvements, the IQAC ensures that the institution remains at the forefront of educational excellence. As USA continues to

evolve in a dynamic educational landscape, the IQAC's unwavering commitment to quality will undoubtedly propel the institution towards greater heights of achievement and recognition.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The universal school of administration was established with an objective of empowering women to make them self-reliant, and competent to brace the challenges of the society. The college is determined towards achieving the vision and mission as laid down by the management of the institution.

Gender equity is attributed for providing equal representation, respect, recognition, freedom to all gender. There is an urgency and need to impart gender sensitization to our stakeholders, to create awareness and develop a positive attitude in order to overcome the cultural and traditional barriers of the society, to live in a peaceful, prosperous and sustainable world. The progress of a nation is determined in the terms of equity provided to all gender.

The college practices and imparts gender equity through curricular and co-curricular activities, as enlisted bellow:

Gender equity and sensitization in curricular activities

The prescribed curriculum for the courses of Kannada, Hindi and Sanskrit, English language, History, Economics, Political Science, Geography and commerce courses emphasises on concepts pertaining to gender equity and sensitization.

The staff and students are encouraged to pursue project work and dissertation on topics concerning gender equity.

Gender equity and sensitization in co-curricular activities

As a part of the commitment towards promotion of gender equity and sensitization among stakeholders, the college organizes various co-curricular activities as follows:

- Special lectures and webinars
- Awareness programmes, skit and street plays
- Celebration of commemorative days

Special facilities provided for women

Safety and security

The safety of women in the campus is ensured through the outsourced security service, cameras installed at various locations within the campus. Anti-sexual harassment cell, Anti-ragging cell, Women’s cell and grievance cell play significant roles in ensuring the safety of the women.

Counselling

The college provides personal counselling and stress management for all students through a designated mentor.

Common room

Separate common room facilities are provided for women and men, with well-ventilated space, wash rooms, drinking water, chairs and tables.

Infirmary

This facility has also been provided to the faculties as well as to the students during the emergency which is having facilities like first aid service, basic dosages, BP check-up and etc. Doctor will be visited frequently to the campus for the general medical check-up. The staff and students are provided with access of medical first-aid facility on the campus to attend in case of emergency. The college organizes annual medical check-up camps for students for their well-being.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of

students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Universal school of administration envisages a vision of creating an environment of harmony, peace, tolerance, and universal brotherhood among students belonging to diverse culture and ethnicity. The college is highly committed to create an inclusive environment despite such diversities that are present in the campus.

The college has adopted initiatives through various programmes in order to create a sense of belongingness regardless of cultural, regional, linguistic, communal and socioeconomic diversities.

These initiatives are explained in the ensuing paragraphs:

Cultural harmony:

The college has multi-cultural environment with students belonging to diverse cultural elements such as customs, traditions, festivals, dance, food, ethnic styles etc. in order to create inclusive cultural environment, the college organizes inter cultural programmes like inter collegiate completion.

Regional harmony:

Students have their origin from various geographical region of the country like Tamil Nadu, Kerala, Andra Pradesh, Telangana, Manipur, Bihar, Maharashtra and etc. In order to create regional harmony the college celebrates regional festivals like Onam, Ramjan, Kannada Rajyothsava, Christmas...

Linguistic Harmony

The college comprises of students and staff belonging to various linguistic background like Kannada, Malayalam, Konkani, Tulu, Tamil, Marathi, Telgu, Hindi, Urdu and etc. in order to create linguistic harmony the college organizes programmes based on languages and conducts competitions on themes highlighting languages.

Communal harmony:

There are students and staff belonging to various communal backgrounds such as Hinduism, Islam, Christianity, Jainism, Buddhism and etc. the college organizes programmes to promote communal harmony through inter religious dialogue, annual prayer service, Christmas celebration, value education and etc.

Socio economic harmony:

Students of the college belong to various socioeconomic strata of the society. The college provides equal opportunities for all, irrespective of their socioeconomic status. The college adopts measures to promote education of students belonging to economically weaker sections by providing fee concession.

Sensitization of students and employees to the constitutional obligations

Universal school of administration is committed towards imparting the value system to the various stakeholders as proposed in the constitution of India. The constitution provides guidance to the citizens, in terms of obligation such as values, rights, duties and responsibilities. Constitutional obligations are essential for all citizens, especially for the young generation of our country, in order to create sense of responsibility and harmony in the country.

The details are as follows:

- The college has enacted the ‘Policy on Sensitization of Students and Employees to the Constitutional obligations’ as a part of its commitment for inculcating values among students and employees for being responsible citizens.
- Display of preamble, fundamental rights and duties in the campus in order to create awareness among the various stakeholders.
- Celebration of commemorative days like Republic Day, Independence Day, Constitution Day etc.
- Organize socially significant programmes such as medical camp, blood donation camp etc. in order promote humanity among the students.
- Organize legal awareness programmes like law awareness programme.
- To emphasis the constitutional values rights, duties and responsibilities of citizens towards environment the college has organized various programmes such as tree planting, green-scaping of campus.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

Best Practice 1:

1. Title of the Practice: Automation of College Campus

Objectives of the Practice

- To digital learning and engagement tool for learning
- To performance tracking tool for students
- To increase the efficiency of academic administration
- To smooth functioning of teaching and communication

- To enhance the effective communication of students and faculties
- To strengthen the teaching method through smart board and projector

Outcomes of Automation of College Campus

- Increase in the teaching methods
- Increases potential to gain knowledge
- Benefits both institutions and students
- Facilitates overall control of the college
- Health and well-being of the occupants
- Optimization of teaching efficiency

The Context

The process helps colleges efficiently manage and update documentation required for accreditation. This includes maintaining records of faculty qualifications, student achievements, infrastructure details, etc. It is related to teaching-learning processes, infrastructure, governance, and more. Automation can facilitate continuous monitoring and tracking of compliance with these criteria. Automation can aid in compiling data, generating reports, and ensuring consistency and accuracy and it can also assist in collaborative editing and version control, involving multiple stakeholders. Advanced analytics can provide insights into trends, strengths, weaknesses, and areas needing improvement, which are crucial for strategic planning and continuous enhancement. By reducing the time and effort spent on manual tasks such as data entry and report generation, automation allows colleges to allocate resources more efficiently. This can free up staff to focus on more value-added activities that contribute directly to educational quality and institutional development.

The Practice

1. **Efficient Resource Management:** Automation helps in managing resources more efficiently. For instance, automated systems for energy management can optimize proper communication of attendance and maintenance of internal assessment through ERP system which will be effectively from the academic year 2024-25.
2. **Improved Administrative Processes:** Automation of administrative processes such as admissions, fee collection, attendance tracking, and academic record management enhances efficiency and transparency.
3. **Enhanced Communication and Engagement:** Automated communication systems (like email alerts, notifications, and portals) facilitate seamless communication between students, faculty, and administration. This improves engagement and ensures timely dissemination of information, which is essential for maintaining institutional transparency and accountability.
4. **Data-Driven Decision Making:** Automation enables colleges to collect, analyze, and utilize data more effectively. This supports evidence-based decision-making processes related to academic planning, resource allocation, and institutional development.
5. **Safety and Security:** Automated systems for campus security, including CCTV surveillance, access control systems, and emergency notification systems, contribute to a safer and more secure campus environment.
6. **Sustainability Initiatives:** Automation can support sustainability efforts by monitoring and optimizing energy usage, water consumption, and waste management processes. Implementing green technologies and practices demonstrates commitment to environmental sustainability.

Evidence of Success

The institution understands its responsibility for providing barrier free environment for the students and the faculty members in order to optimize the good communication and teaching methods.

Best Practice 2:

Title of the Practice: Sustainability of Green Campus

Objectives of the Practice

- To maintain the greenery at every corner of the campus
- To protect and conserve ecological systems and resources within the campus
- To ensure judicious use of environmental resources to meet the needs and aspirations of the present and future generations
- To integrate environmental concerns into policies, plans and programmes for social development and outreach activities
- To increase the number of saplings especially to maintain the quality of the environment

Outcomes of Green Campus

- Increase in productivity of occupants
- Increases potential to gain knowledge
- Benefits both institutions and students
- Carbon neutral environment, enhancing air quality
- Sustain the quality of environment
- Health and well-being of the occupants

The Context

Our main focus behind this Green campus program is to ensure the sustainability of sufficient water, materials and other resources for our present and future generation. But the main challenge is the proper translation of the education for environmental sustainability into practice so that it can be more effective in order to attain the good quality. Any new development should consider for maintaining the proper balance of economic, social and environmental conditions and the participation of all the staff members and students is very important into the practice. More stress is being given on the proper infrastructure development so as to continue and maintain the green practices.

The Practice

Campus-wide initiatives at reducing, reusing and recycling are helping it achieve a green code of living which includes:

- **Use of renewable energy:** Installation of a modern method of Solar Heat Pump for conservation energy source at Girls Hostel. The system also has a net metering system in its parking area.
- **Energy Conservation:** The policy on energy conservation highlights on developing a proactive

and progressive approach to providing energy efficient, responsible, and cost-effective operations on campus. LED lighting, false ceilings to reduce heat load, as well as abundant natural light makes the building energy efficient.

- **Water harvesting:** Rain water harvesting system with proper pipe channel to store the water that is going to use for gardening purpose.
- **Sewage management:** sewage treatment plant to ensure zero discharge to municipal sewer line with plans to use treated water for horticulture. Garbage handed over to BBMP for proper disposal. No hazardous waste produced on campus.
- **Efforts for Carbon neutrality:** Green footprint through 7.5 acre of land out of 10.5 acre of campus area.
- **Plantations:** Lush green gardens covered all around the campus. From the beginning till the end the college scattered with abundant greenery. The college itself has NSS that will be conducting program frequently for swaccha bharath abhiyan and plantation of saplings.
- **Scheme for vehicles:** It is residential college where the students will be staying in the hostel and only few students will be coming from outside, they are not allowed to bring vehicles. College has been provided the bus facilities for them. This is the most efficient scheme for reducing emissions thereby reducing air pollution.
- **E-waste management:** Disposal of e-waste is an emerging global environment and a public health issue. All loosely discarded e-waste is collected at the university and handed over to external vendors.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Distinctiveness: 1

1.UPSC Coaching classes as Distinctiveness

UPSC Coaching and Affiliation:

The universal School of Administration has been offered coaching classes for UPSC and other

competitive exams for the students who joined to this Institution. The students interested to choose this campus to get insights about various competitive exams especially on UPSC. This campus has distinctiveness in order to provide coaching and this is only the institution in Karnataka affiliated to the University for coaching different examinations especially under the Bangalore University. It is an integrated course for three years along with BA, BALLB and it benefits for the students to reduce the burden of aspirants to clear the exam after the graduation. Students will get lot of ideas about UPSC exam while studying degree as well immediately after the graduation they can easily clear the exam.

Creating Awareness about other UPSC and Other Competitive Exams

The college has been provided value based education to the present young generation who needed essentially to know about the current competitiveness in the different examinations. Most of the students are arrived from various parts of the country and particularly from the rural background they anticipated to know B group and C group employment position availability in our country like UPSC EPFO Group A, UPSC Assistant Labour Commissioner, RBI Grade B, IRDA Grade A, SEBI Grade A, Combined Defense Service Examination, Indian Coast Guard (Assistant Commandant), NABARD Grade B & Grade A. The institution will be invited the resource persons from various field who specialized in the particular areas. These resource persons will be lecturing and motivating students to take up competitive exams in order to gain the basic knowledge about these exams.

Time Table for UPSC Class

The college has prepared the separate time table to the UPSC and academic classes that will not clash each other. From evening 4.00 pm onwards exclusively the time table has been fixed for UPSC classes. These classes will be engaged for alternative batches like first year, second year and final year whereas it doesn't create any clashes among those classes. Classes are allotted to the individual faculties on the basis of subjects and availability basis.

Resource Persons

The full pledged resource persons are recruited by college itself and sometimes, whenever it is required the college invited the visiting professors to explore the concepts to the students in order to clear the doubts and increase knowledge in various subjects. Since all professors are well experienced easily they can reach to the students.

Universal to All

Therefore, UPSC aspirants are arrived to this institution from different parts of the country like Kerala, Tamil Nadu, Andhra Pradesh, Maharashtra, Telangana and so on. The institution has been provided hostel facility for those students who wanted to stay here. The students can get the benefits of this coaching to mold their life style through clear the exam and to enhance the their standard of the living.

Library Facility

Library has been provided to all the students to refer books and other sources from 9:00 am to 9:00 pm. All types of books especially for competitive exam, magazines, newspapers and government reports are

available in the library to refer the current affairs of India and the World. Evening from 6.30 to 8.30 reserved as study hours to all the students whereas two incharge faculties will be allotted every day to maintain the decorum of the institution. Students can use the cell phone in the library only for searching sources not to make call during the study hours.

Gender Equality

The institution has given equal weightage to both male students and female students to make use the availability of all the facilities. The management has put lot of efforts to train the students in order to achieve the success as well as to increase their knowledge to tackle the competitive exams conducted by the central or state governments.

Distinctiveness: 2

1.SANKALP-2023

Universal School of administration Bengaluru is proud to offer three years of free degree education, a pioneering initiative that underscores the vital role of accessible higher education in societal advancement.to realise this objective the Institution has launched Sankalp a move that is significant for several reasons, both for individual students and the broader community.

Firstly, free higher education democratizes access to learning. By removing financial barriers, it ensures that students from all socioeconomic backgrounds can pursue their academic and career aspirations. This inclusivity promotes a more diverse student body, enriching the learning environment with varied perspectives and experiences.

Quality education is not just about access but also about the caliber of instruction and resources. Universal School of administration is committed to maintaining high educational standards, ensuring that the free degree programs are on par with those offered for a fee. This includes employing experienced faculty, offering up-to-date curricula, and providing state-of- the-art facilities. Such a commitment ensures that students receive a robust education that equips them with the necessary skills and knowledge to excel in their fields.

Moreover, the economic impact of free higher education is profound. Graduates who are not burdened by student debt are more likely to contribute positively to the economy, invest in further education, and engage in entrepreneurial activities. This can lead to a more dynamic and innovative economic landscape.

Finally, this initiative fosters a culture of learning and growth. When education is freely accessible, it emphasizes the importance of lifelong learning and continuous improvement, which are crucial in today's rapidly changing world.

In conclusion, the Sankalp by Universal School of administration a provision of three years of free degree education is a transformative step towards ensuring equitable, high- quality education for all. It holds the promise of significant individual and societal benefits, paving the way for a more educated,

innovative, and inclusive future.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

Our college stands out for its distinctive approach to education, blending tradition and innovation to nurture well-rounded individuals. We have embraced cutting-edge technology, automating various campus functions and integrating smart boards and projectors in classrooms. This digital transformation improves operational efficiency and enriches the learning experience.

Community engagement is a cornerstone of our institution. Through comprehensive outreach programs, we involve students and faculty in activities that address societal needs. Initiatives like blood donation camps, health check-up drives, and awareness programs foster a strong sense of social responsibility among students.

Sustainability is another key focus. Our Green Campus initiative includes eco-friendly practices such as renewable energy use, rainwater harvesting, sewage treatment, and extensive plantation drives. These efforts create a healthy and sustainable environment for the campus community and surrounding areas.

We prioritize holistic development, offering a range of extracurricular activities including sports, cultural events, and leadership programs. These activities help students develop essential life skills and leadership qualities. Our strong collaborations with various industries provide students with practical exposure and internship opportunities, bridging the gap between academic learning and real-world applications.

Our dedicated faculty members are experts in their fields and committed to continuous professional development. Their engagement in research and participation in workshops and conferences ensures they bring the latest knowledge and best practices into the classroom. We also provide an inclusive educational environment with facilities to support differently-abled students, ensuring equal opportunities for success.

Ethics and values are integral to our education approach. Through various programs and activities, we encourage students to develop a strong moral compass and a sense of duty towards society. By integrating these unique elements into our educational framework, our college not only imparts knowledge but also molds students into responsible, capable, and socially conscious individuals ready to make a positive impact in the world.

Concluding Remarks :

Our college is steadfast in its commitment to providing a holistic and enriching educational experience. The institution prides itself on fostering an environment conducive to academic excellence, personal growth, and societal contribution. One of our key strengths lies in the automation of the college campus, which has significantly enhanced the efficiency of academic administration and communication between students and faculty. This initiative has not only improved teaching methods but also optimized resource management and data-driven decision-making processes. Additionally, our active engagement in community outreach programs underscores our dedication to social responsibility and civic engagement, further enriching the learning experiences of our students.

However, we recognize certain areas that require improvement. The delay in university examinations and results poses a significant challenge to our academic calendar. Additionally, while we have collaborations with

industries, our undergraduate focus limits our ability to engage in research projects that address real-world problems.

In conclusion, our college is dedicated to continuous improvement and excellence. By addressing the identified challenges, we aim to enhance the quality of education and overall student experience. We seek to leverage our strengths and opportunities while diligently working on overcoming our limitations. With sustained efforts and support from all stakeholders, we aspire to achieve greater heights in our educational endeavors and contribute meaningfully to society.