



CRITERION-7  
AQAR  
2020-2021

# **Monitoring Committee Composition**



**NEW HORIZON  
COLLEGE - MARATHALLI**



**Affiliated to Bangalore North University, Approved by Government of Karnataka**

**Accredited by NAAC with 'A' Grade, Recognized under section 2(f) of the UGC Act, 1956**

**The Trust is a Recipient of Prestigious Rajyotsava State Award 2012 Conferred by Government of Karnataka**

**Disciplinary Committee**

**Anti-Ragging Committee**

**Anti-Sexual Harassment Cell**

**Principal**  
**NEW HORIZON COLLEGE**  
Ring Road, Bellandur Post,  
Bangalore - 560 103.



CRITERION-7  
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# Disciplinary Committee





The Disciplinary Committee at NHC-M takes care of all the disciplinary issues and concerns pertaining to the student. It strives to hear and adjudicate upon individual cases of alleged breaches of the student's code of conduct. NHC-M has certain disciplinary rules which any student should abide by and a non-conformation to these rules is liable to bring the student under the adjudication of the disciplinary Committee, resulting in the penalties of paying fine, getting suspended from the classes, losing their semesters or even getting their admissions cancelled.

NHC-M believes in the proper inculcation of strong moral and ethical values and all the actions of the Disciplinary Committee at NHC-M are based on this principle.

The codes of conduct for the students are made transparent during the induction and can be easily read and known from the induction manual. Therefore, the parents/guardians of the students are also requested have knowledge of the same.

- To help maintain and abide by the rules and regulations of the college that includes academic, administrative, co-curricular and extra-curricular activities.
- The college is monitored under CCTV and any violence to the same will invite severe punishments.
- Students should not under any situation violate the dress code given by the college.
- Students should mandatorily wear their ID cards before they enter the college premises and should take it out only once they leave the premises. Students not wearing the identity cards will be imposed with fine.
- Under any code of misconduct or violation of any rule, the ID card of the student will be retained by the Disciplinary Committee and the same will be released only after proper investigation into the concerned matter.
- Students are not allowed to use mobile phones in the classrooms and the same shall be confiscated if noticed.
- The computers in the labs should be used for educational purpose only and the usage of the same for any other purpose except under supervision will not be entertained.
- Regularity in attendance is closely followed and a student absent for three or more than three days should inform with validated reason the concerned class mentor.
- Students are not allowed to leave the class early and they should be present in the classrooms by 8:50 AM.
- Smoking and drinking is strictly prohibited in the college and any student who trespasses will be levied with severe fine and it might also lead to the cancellation of admission.
- There should be absolute silence maintained in the library.
- Books issued in the library should be returned in good condition and any mutilation of even a single page will invite penalty charges.
- Any damage to the college property by any student/group of students will levy heavy charges leading to the payment of the entire cost of making and replacing.
- Any code of misconduct during the commencement of classes will bring the student under the adjudication of the disciplinary committee.
- Students must follow the required dress codes on special occasions and events and should thereby exhibit a harmonious coordination with others.



**DISCIPLINARY COMMITTEE MEMBERS CONSTITUTED FOR THE  
YEAR 2020-2021**

SL.NO	Name	Designation	Committee Members
1	Dr.R.Bodhisatvan	Principal	Chairman
2	Ms.Prasanna Prakash	HOD -B.Com	Member
3	Mr.Arun Raghu Babu	HOD-BBA & IQAC Coordinator	Member
4	Dr. Nagaraju Kilari	HOD -BCA	Member
5	Mr.Muniraja .H	HOD-Administration	Member

- The committee is responsible for the administration of the stated rules and regulations governing undergraduate conduct, for assessing reported violations and necessary for assigning and recommending appropriate penalties. With this context the disciplinary committee was created to resolve complaints of alleged violations of policies and/or community standards by a student in a way that is objective and educational.
- The committee acts with power to hear cases and to decide the appropriate Institute response, including, but not limited to suspension and expulsion.
- The committee is responsible for the administration of the stated rules and regulations governing undergraduate conduct, for assessing reported violations and necessary for assigning and recommending appropriate penalties. With this context the disciplinary committee was created to resolve complaints of alleged violations of policies and/or community standards by a student in a way that is objective and educational.
- The committee acts with power to hear cases and to decide the appropriate Institute response, including, but not limited to suspension and expulsion.

  
Principal  
NEW HORIZON COLLEGE  
Ring Road, Bellandur Post,  
Bangalore - 560 103.



## **Student Guidelines**

### **DISCIPLINARY GUIDELINES FOR STUDENTS**

#### **I. General**

- Students must attend all the classes regularly as per the college schedule.
- Students must be regular and punctual to all the classes and must secure attendance of not less than 75% in each subject as stipulated by the University
- Students must behave in a highly disciplined and decent manner in the class rooms, campus, bus and hostel.
- Usage of electronic gadgets like cell phones, tabs etc., in the college is an offence and if found, it will be confiscated/arrogated.
- Students must not cause or involve in any unwanted gathering and create any sort of violence or disturbance both within and outside the college campus.
- Students should not indulge in any activities inciting other students against each other/the Institution.
- Students are strictly instructed not to indulge in Ragging inside the college or hostel premises and if found, he/she will be rusticated.
- Students should not fight with each other or cause injury to others, if so, legal action will be taken against them which might result in dismissal from college.
- Students are expected to behave in a manner that promotes the health and safety of the college and institution.
- Students must compulsorily wear ID card right from entry of the main gate of the college and till such time they exit.
- Students are expected to be professional and respectful of other students, instructors, and staff. That includes verbal and physical behaviour as well and language used
- Carrying Weapons, Explosives, or Dangerous Substances and Devices that harms, threatens, reasonably causes fear, or otherwise endangers any person (including oneself) are considered to be illegal ,if found student will be dismissed.
- Consumption of alcohol and drugs in the premises is strictly prohibited; students will be immediately dismissed from the college.



- Students are expected to promote an educational environment that is free from all forms of sex discrimination, violence and gender-based.

## **II. Class Room Guidelines**

- Students are expected to be punctual for classes.
- Attendance is compulsory for all classes. 75% attendance in each subject is mandatory to appear for the semester end examinations.
- Dress Code – Students should be neatly and modestly dressed to the college.
  1. Boys are expected to wear self-coloured pants, T-shirts, jeans or formals with their shirts neatly tucked in. Shoes are recommended for footwear, slippers are not permitted. Boys are expected to come with a clean shave, neatly combed hair.
  2. Girls must wear a neat and formal dress code of Salwar kameez / Jeans with long tops only. Body defining or transparent dress materials are strictly restricted.
- All the students should wear their ID Cards compulsorily while they are in the campus and class room. Violation will attract penalty.
- Talking and other disruptive behaviours are not permitted while classes are in session.
- Leave application will be accepted if the students have the actual attendance of 75% prior to the availing of leave.
- When absence is caused by unforeseen events, application for leave must be submitted to the Head of the Department as early as possible. If the student fails to furnish the same, the student will not be allowed to attend regular class within the grace period of two days.
- Application for leave of absence may be rejected by the Principal if he is not satisfied with the genuineness
- Mobile phones are strictly prohibited in the classroom and in campus.
- Food and beverages are NOT permitted in classrooms. Those must be consumed in designated areas only.
- Students must mandatorily attend the internal test and preparatory examinations; students, who do not attend, will not be permitted to appear semester exams.
- Students must take part in the academic activities conducted by the college.
- Students should not quarrel or fight either with their year mates or with the other students. Any damage to the property of the college – identified students / whole class / batch will be severely punished.
- Physical assault, mental harassment or any other activities that are considered as Ragging, students will be immediately rusticated

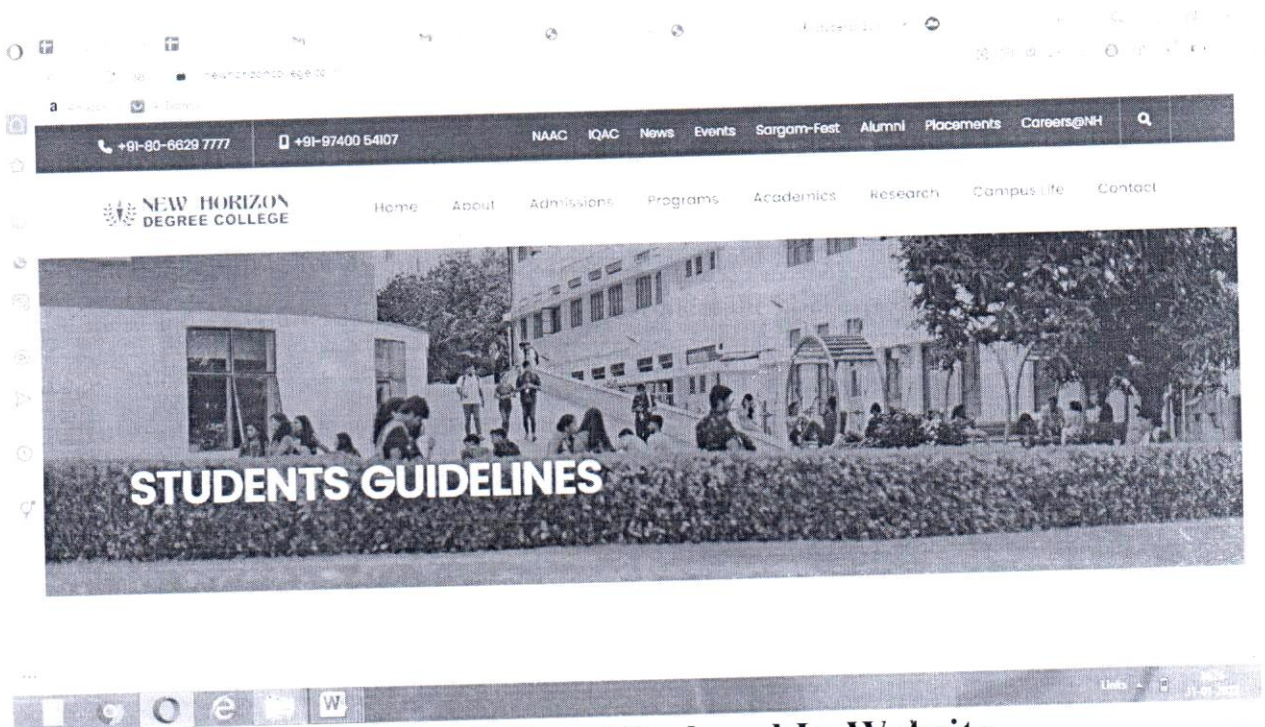
- Use of abusive / unparliamentarily words, misbehaviour, Inducing and provoking others to form groups among students will result in indefinite period of suspension
- Class room property must be respected and kept clean. Any defacing/damaging/vandalizing of class room property, the identified student will be penalised and suspended.
- During lecture the students should be attentive and must cooperate with the respective subject faculty members.
- Student should bring required materials to class and assert yourself if any doubt or clarification to be done.
- Destroying, defacing, stealing, or making inaccessible library or other academic resource material is considered to be Abuse of Academic Materials, strict action will be taken by the management.
- A student suspended from a class is required to meet with the concerned faculty member, or Head of the Department before the student is permitted to attend the class
- During PTM meet, the student must mandatorily bring their parents, in case if they are not able to attend the meet, prior intimation must be given by them to the class mentor, failing to do so, student will not be allowed to attend the classes.

### **III. Academic**

- A student shall be considered to have satisfied the requirement of attendance for the semester, if he/she has attended not less than 75% in aggregate of the number of working periods in each of the subjects and they will not be permitted to take up the University examination, if it is below the percentage specified.
- University examination will be held at the end of each semester. The maximum marks for the university examination in each paper shall be 70
- Of the 30 marks of Internal Assessment, 20 marks shall be based on two tests/preparatory examination. Each test shall be of at least 01 hour duration to be held during the semester. The average of two tests shall be taken as the internal assessment marks. The remaining 10 marks of the Internal Assessment shall be based on Attendance and Skill Development Record of 05 marks each.
- Marks for skill development shall be awarded by the faculty concerned based on Skill Development exercises provided in the syllabus of each paper. The student is required to prepare/workout the concerned exercises in a Record Book maintained by him/her and shall submit it to the faculty concerned at the assigned date.
- Candidates who have obtained a minimum of 35% marks in university examination (i.e. 25 marks out of 70 marks of theory examination) and 40% in aggregate (i.e., total of university examination and internal assessment marks) in each subject shall be eligible for a pass or exemption in that subject



- The results of the First to Sixth semester degree examination shall be declared and classified separately as follows:
  1. First Class: Those who obtain 60% and above of the total marks of parts I, II and III.
  2. Second Class: Those who obtain 50% and above but less than 60% of total marks of parts I, II and III.
  3. Pass Class: Rest of the successful candidates who secure 40% and above but less than 50% of marks in part I, II and III.
- Class shall be declared on the basis of the aggregate marks obtained by the candidates in this degree course (excluding languages (part I) and non-core subjects (Part III)) as a whole. However, only those candidates who have passed each semester university examination in the first attempt only shall be eligible for award of ranks. The first ten ranks only shall be notified.
- A student facing challenges in any subject, must meet the concerned faculty and take up coaching classes and attend the remedial classes/connect hours to cope up with the university examination.
- Students opted for value added programs must attend the classes compulsorily
- Students are expected to adhere to University policies regarding Academic Integrity.



**Student Guidelines Displayed In Website**

  
Principal  
NEW HORIZON COLLEGE  
Ring Road, Bellandur Post,  
Bangalore - 560 103.



## NEW HORIZON COLLEGE

Marathalli, Bangalore

22 October 2020

### CIRCULAR (Staff)

The following faculty members are requested to attend the meeting at 4.00 pm in principal's chamber.

**Principal**

Principal  
NEW HORIZON COLLEGE  
Ring Road, Bellandur Post,  
Bangalore - 560 103.

Sl. No	Name of the Member	Designation	Signature
1	Dr.R.Bodhisatvan	Principal	
2	Mr.Arun Raghu Babu	IQAC- Coordinator & HOD BBA	
3	Ms.Prasanna Prakash	HOD- B.Com	
4	Dr.Nagaraju Kilari	HOD- BCA	
5	Mr. Muniraja	HOD-Administration	





# NEW HORIZON COLLEGE

Marathalli, Bangalore

4 January 2021

## CIRCULAR (Staff)

The following faculty members are requested to attend the meeting at 3.00 pm in principal's chamber.

**Principal**

Principal  
NEW HORIZON COLLEGE  
Ring Road, Bellandur Post,  
Bangalore - 560 103.

Sl.No	Name of the Member	Designation	Signature
1	Dr.R.Bodhisatvan	Principal	
2	Mr.Arun Raghu Babu	IQAC- Coordinator & HOD BBA	
3	Ms.Prasanna Prakash	HOD- B.Com	
4	Dr.Nagaraju Kilari	HOD- BCA	
5	Mr. Muniraja	HOD-Administration	

## Circular regarding Dress code

Thursday, April 15, 2021 13:40 IST



chairman@nhce

[chairman@newhorizonindia.edu](mailto:chairman@newhorizonindia.edu)

To

[Principalnhpuc](#), [principal@nhce](#), [principalnhck](#), [principalnhck](#), [me](#), and 39 more...

Ref No: NHEI/CIR-7234/2021

April 15, 2021

### CIRCULAR

In spite of repeated Circulars, it is observed that many staff members are ignoring the Dress code the Institution and reporting to work in informal dress.

Hence, all the Principals, Directors, Deans and HODs are required to warn such of those who a violating the norms of the Institution and in future any such staff members found wearing casual dresses during the working hours of the Institution will be viewed seriously.

Dr. Mohan Manghnani  
Chairman





# NEW HORIZON COLLEGE MARATHALLI

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Recognized under section 2 (f) of the UGC Act, 1956  
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## Minutes of Meeting

Proceeding of the meeting held on 22 October, 2020

Venue: Principal Chamber, Shaheed Hemu Kalani Block

Time: 4 pm

The following members were present

Sl No.	Name of the Committee with Designation	Signature
1	Dr. R. Bodhisatvan Principal Chairman	
2	Mr. Muniraja. H HOD, Administration Member	
3	Ms. Prasanna Prakash HOD, B.COM Member	
4	Mr. Arun Raghu Babu HOD, BBA Member	
5	Dr. Nagaraju Kilari HOD, BCA Member	

### Points discussed:

- The principal welcomed all the members of the disciplinary committee
- Ms. Prasanna Prakash insisted to conduct seminars to instill confidence amongst students.
- The members also felt the necessity to organize and conduct awareness program for women employees and girl students.
- Mr. Muniraja thanked all the members of the committee for their participation and for suggestions.

**Principal**  
Principal

NEW HORIZON COLLEGE  
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## Minutes of Meeting

Proceeding of the meeting held on 4 January, 2021

**Venue:** Principal Chamber, Shaheed Hemu Kalani Block

**Time:** 3.00 pm

**The following members were present**

SI No.	Name of the Committee with Designation	Signature	
1	Dr. R.Bodhisatvan Principal	Chairman	
2	Mr. Muniraja HOD-Administration	Member	
3	Ms. Prasanna Prakash HOD, B.COM	Member	
4	Mr. Arun Raghu Babu HOD, BBA	Member	
5	Dr. Nagaraju Kilari HOD, BCA	Member	

### Points discussed:

- The principal welcomed all the members of disciplinary committee
- Mr. Muniraja briefed on college disciplinary committee.
- Mr. Arun Raghu Babu informed that no complaints of sexual harassment were reported and recorded.
- The members of the committee were motivated to participate in workshop / short term training conducted by various government agencies / department.
- The roles and responsibilities of the faculty members were discussed.
- Ms. Prasanna Prakash thanked all the members of the committee for attending the meeting and requested all the members to actively participate and feel free for any suggestions.

Principal

NEW HORIZON COLLEGE  
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CRITERION-7  
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2020-2021

# Anti -Ragging Committee



Ragging in any form is totally prohibited in the campus. Ragging menace is a criminal offence & such of the students who are involved in such obnoxious practice are liable to be rusticated from the college. Severe action will be initiated against the students who are indulging in the ragging. The preventive measures have been taken to tackle ragging. An Anti – Ragging Committee and anti-ragging squads have been formed to prevent ragging. A student seeking admission to the college and hostel forming a part of the institution shall have to submit affidavits duly signed by him / her and also from his/her parents/guardians in the prescribed format as per the regulations.

**The Punishment for the students who are involved in ragging are:**

- Every single incident of ragging a FIR will be filed without exception with the local police authorities.
- Depending on the gravity of the offence & those found guilty of ragging any one or combination of punishments can be enforced.
- Cancellation of Admission
- Suspension from attending classes, University degree and Conduct certificate will be embossed in bold letters stating student was involved in Ragging.
- Imprisonment
- Non-issue of Passport.
- Withholding / withdrawing scholarship.
- Suspension/ Expulsion from college.



**ANTI- RAGGING COMMITTEE MEMBERS CONSTITUTED FOR  
THE YEAR 2020-2021**

SL.NO	Name	Designation	Committee Members
1	Ms.Anjana S Murthy	Assistant Professor	Faculty In charge
2	Mr.Muniraja. H	HOD-Administration	Faculty Member
3	Ms.Apoorva A	Assistant Professor	Faculty Member
4	Ms.Richa Pathak	Sr.Assistant Professor	Faculty Member

- The committee is responsible for the administration of the stated rules and regulations governing undergraduate conduct, for assessing reported violations and necessary for assigning and recommending appropriate penalties. With this context the anti –ragging committee was created to resolve complaints of alleged violations of policies and/or community standards by a student in a way that is objective and educational.
- The committee acts with power to hear cases and to decide the appropriate Institute response, including, but not limited to suspension and expulsion.



**PRINCIPAL**

Principal

NEW HORIZON COLLEGE  
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Ref: NHC/GLC/2020-21/002

19/08/2020

**CIRCULAR (Staff)**

Following faculties are requested to join for the Anti Ragging committee meeting in room number 108 at 3:30 pm

Sl.No	Name of the Member	Designation	Signature
1	Ms. Richa Pathak	Assistant Professor	
2	Ms. Apporva	Assistant Professor	

Anti-Ragging Coordinator

Principal  
NEW HORIZON COLLEGE  
Ring Road, Bellandur Post,  
Bangalore - 560 103.





# NEW HORIZON COLLEGE

New Horizon Knowledge Park, Ring Road, Marathalli  
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Ref: NHC/GLC/2020-21/002

05/02/2021

## CIRCULAR (Staff)

Following faculties are requested to join for the Anti Ragging committee meeting in room number 108 at 2:30 pm

Sl.No	Name of the Member	Designation	Signature
1	Ms. Richa Pathak	Assistant Professor	
2	Ms. Apoorva	Assistant Professor	

  
Anti-Ragging Coordinator

  
Principal  
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## Minutes of Meeting

Proceeding of the meeting held on 19/08/2020.

**Venue:** Room no.108, Shaheed Hemu Kalani Block

**Time:** 3:30 pm

### Members Present

1.	Ms.Anjana Murthy, Senior Assistant Professor	
2.	Ms.Richa Pathak, Assistant Professor	
3.	Ms. Apporva Assistant Professor.	

### Points discussed

1. Roles and responsibilities were distributed among the committee members of Anti-ragging cell.
2. Discussion was done regarding programs to be organized by the cell in the current semester.

**PRINCIPAL**  
Principal

**NEW HORIZON COLLEGE**  
Ring Road, Bellandur Post,  
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# NEW HORIZON COLLEGE

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## Minutes of Meeting

Proceeding of the meeting held on 05/02/2021

**Venue:** Room no.108, Shaheed Hemu Kalani Block

**Time:** 2:30 pm

### Members Present

1.	Ms.Anjana Murthy, Senior Assistant Professor	
2.	Ms.Richa Pathak, Assistant Professor	
3.	Ms. Apoorva Assistant Professor	

### Points discussed

1. Meeting was held to organise Group discussion activity for students of BBA/B.COM & BCA through virtual mode.
2. The activity will be held on 17th February 2021, Monday.
3. The Poster of the activity will be created by Anti Ragging Cell student co-ordinators and details regarding activity will be shared by respective class mentors in What's app class group.

  
Principal  
NEW HORIZON COLLEGE  
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CRITERION-7  
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2020-2021

# Anti Sexual Harassment Cell





## NEW HORIZON COLLEGE - MARATHALLI

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With regard to the Supreme Court Judgement and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. Keeping the above guidelines in view NHC has constituted a Committee against Sexual Harassment.

NHC has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association; it strongly supports gender equality and opposes any form of gender discrimination and violence.

### ANTI- SEXUAL COMMITTEE MEMBERS CONSTITUTED FOR THE YEAR 2020-2021

SL.NO	Name	Designation	Committee Members
1	Ms.Deepika T S	Assistant Professor	Faculty In charge
2	Ms.Sushmita	Assistant Professor	Faculty Member
3	Ms.Vanya Sharma	Assistant Professor	Faculty Member

Principal  
NEW HORIZON COLLEGE  
Ring Road, Bellandur Post,  
Bangalore - 560 103.

**Role and responsibility of Anti-sexual harassment committee:**

1. To ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).
2. To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favors or other unwelcome conduct of asexual nature. Unwelcome conduct of a sexual nature includes oral or written statements of a sexual nature to a person, or in a person's presence.
3. Obtain high level support from the Principal for implementing a comprehensive strategy:
  - Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students
  - Providing information and training to managers, supervisors and staff conducting teaching and learning activities on meeting their responsibilities in relation to maintaining a work and study environment free from sexual harassment.
4. Regularly distribute and promote the policy at all levels of the organization;  
Ensure that HOD's discuss and reinforce the policy at staff meetings.
5. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness raising sessions for all staff on sexual harassment issues.
6. Ensure that complaints processes
  - are clearly documented;
  - are explained to all employees;
  - offer both informal and formal options for resolution;
  - address complaints in a manner which is fair, timely and confidential;
  - are based on the principles of natural justice;
  - provide clear guidance on internal investigation procedures and record keeping;
  - Give an undertaking that no employee will be victimized or disadvantaged for making a complaint.



**PRINCIPAL**

Principal,  
NEW HORIZON COLLEGE  
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Ref: NHC/ASH/2020-21/001

24 August 2020

## Circular

The Anti-Sexual Harassment committee members are hereby informed to attend the meeting in the IQAC room at 3:30 p.m. to discuss about the cell activity.

The agenda for the meeting is as follows

1. Introduction of members
2. Orientation of policy rules and regulations of Anti - Sexual Cell
3. Activities related to Anti- Sexual Harassment

### Members

Sl. No	Name of the Member	Designation	Signature
1	Dr. R Bodhisatvan	Principal	
2	Mr. Arun Raghu Babu	HOD-BBA & IQAC Coordinator	
3	Ms. Prasanna Prakash	HOD-BCom	
4	Dr. Nagaraju kilari	HOD BCA	
5	Ms. Nanditha S M	Committee Head	
6	Ms. Saranya R S	Committee Member	
7	Ms. Aradhana Agarwal	Committee Member	
8	Mr. Ayush Gupta	Committee Member	

  
IQAC Coordinator

  
Principal



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Ref: NHC/ASH/2020-21/01

25/08/2020

**CIRCULAR (Staff)**

Following faculties are requested to join for the Anti Sexual Harassment committee meeting in room number 108 at 3:30 pm

Sl.No	Name of the Member	Designation	Signature
1	Ms. Deepika T S	Assistant Professor	
2	Ms. Vanya Sharma	Assistant Professor	
3	Sushmita Sridhar	Assistant Professor	

  
**Committee Head**

  
**Principal**  
Principal  
NEW HORIZON COLLEGE  
Ring Road, Bellandur Post,  
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# NEW HORIZON COLLEGE

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Ref: NHC/ASH/2020-21/02

12/02/2021

## CIRCULAR (Staff)

Following faculties are requested to join for the Anti Sexual Harassment committee meeting in room number 104 at 2:30 pm

Sl.No	Name of the Member	Designation	Signature
1	Ms.Nandhita S Mathad	Sr. Assistant Professor	
2	Mr.Ayush Gupta	Assistant Professor	
3.	Ms.Saranya.R.S	Assistant Professor	
4.	Ms.Aradhana Agarwal	Assistant Professor	

Committee Head

Principal  
Principal  
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## Minutes of Meeting

Proceedings of the meeting on Anti- Sexual Harassment Cell held on 24<sup>th</sup>  
August 2020

Venue : IQAC room

Time : 3.30-4.30 pm

### Members Present/Absent

Sl. No	Name of the Member	Designation	Signature
1	Dr. R Bodhisatvan	Principal	
2	Mr. Arun Raghu Babu	HOD-BBA & IQAC Coordinator	
3	Ms. Prasanna Prakash	HOD-BCom	
4	Dr. Nagaraju kilari	HOD BCA	
5	Ms. Nanditha S M	Committee Head	
6	Ms. Saranya R S	Committee Member	

### Points discussed:

A meeting was conducted to induct the new members for the semester and also discuss the need of the hour to create an awareness in the campus about the importance of the dangers of sexual harassment. The meeting stressed on the need to indicate good social behaviour among students.

The meeting was focussed to discuss on the activity showcasing  
→ Organize awareness programmes and campaigns for the benefit of all the members of the college on sexual harassment and gender based discrimination.

→ To facilitate a safe environment that is free of sexual harassment.

→ To promote behaviours that create an atmosphere that ensures gender equality and equal opportunities.





## Minutes of Meeting

Proceeding of the meeting held on 25/08/2020.

**Venue:** Room no.108, Shaheed Hemu Kalani Block

**Time:** 3:30 pm

### Members Present

Sl.No	Name of the Member	Designation	Signature
1	Ms. Deepika T S	Assistant Professor	
2	Ms. Vanya Sharma	Assistant Professor	
3	Sushmita Sridhar	Assistant Professor	

### Points discussed

1. Roles and responsibilities were distributed among the committee members of Anti-Sexual Harassment Committee.
2. Discussion was done regarding programs to be organized by the cell in the current semester.

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# NEW HORIZON COLLEGE

New Horizon Knowledge Park, Ring Road, Marathalli  
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## Minutes of Meeting

Proceeding of the meeting held on 12/02/2021

**Venue:** Room no.104, Shaheed Hemu Kalani Block

**Time:** 2:30 pm

### Members Present

Sl.No	Name of the Member	Designation	Signature
1	Ms.Nandhita S Mathad	Sr. Assistant Professor	
2	Mr.Ayush Gupta	Assistant Professor	
3.	Ms.Saranya.R.S	Assistant Professor	
4.	Ms.Aradhana Agarwal	Assistant Professor	

### Points discussed

1. Meeting was held to organize skit for students of BBA/B.COM & BCA through virtual mode.
2. The activity will be held on 24 th February 2021 ,Wednesday.
3. The Poster of the activity will be created by Mr.Ayush Gupta and details regarding activity will be shared by respective class mentors .

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# **Number of Programs Organised**



# NEW HORIZON COLLEGE - MARATHALLI



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## 7.1.10 Programs Organized During the year 2020-2021

SL.NO.	YEAR	TITLE OF THE PROGRAMME	DATE & TIME	NO OF PARTICIPANTS
1	2020	Induction Program for the New Teaching Faculty	11/08/2020 9:00AM-4:00 PM	02
2	2020	Professional Development Program for Faculty	12,13 &14/08/2020 2:00-5:00 PM	32
3	2020	Orientation Program for BBA, B.COM & BCA	31/18/2020 09:30AM-12:30 PM	All Students of BBA, B.COM & BCA
4	2020	Induction Program for the New Teaching Faculty	10/11/2020 10:00AM-4:50 PM	01
5	2021	Consequences of Ragging	17/02/2021 2:00-3:00 PM	All Students of BBA, B.COM & BCA
6	2021	Skit on Street Sexual Harassment	24/02/2021 12:00-3:00 PM	All Students of BBA, B.COM & BCA

Principal

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2020-2021

# CIRCULAR

## Meeting Invite: Professional development program 12th August 2020

Director\_QASDC <director\_qasdc@newhorizonindia.edu>

Tue 8/11/2020 2:49 PM

To: directornhck@newhorizonindia.edu <directornhck@newhorizonindia.edu>; principalnhcm@newhorizonindia.edu <principalnhcm@newhorizonindia.edu>

Cc: kirthimanghnani@gmail.com <kirthimanghnani@gmail.com>

Dear Sir/Madam,

Please find below the zoom meeting details for the **professional development program** for tomorrow that is 12<sup>th</sup> August 2020 . Ask the faculty to login 5 minutes before and use desktop or laptop so that they can get hands on practice with the tool. Share the details with your teaching staff **(Group 1)**.

Join Zoom Meeting

<https://us02web.zoom.us/j/81930392890?pwd=L2NOeHZGaEx5a1VONEJLTEQ4aGgyUT09>

Meeting ID: 819 3039 2890

Passcode: 325978)

Regards,

Dr. Girija N Srinivasalu

Director

New Horizon Quality Assessment and Skill Development Center

Tel: 080-66297777 Ext. 3009

Mobile: 9900310266



Principal  
NEW HORIZON COLLEGE  
Ring Road, Bellandur Road,  
Bangalore - 560 103.



## Feedback from group1

Director\_QASDC <director\_qasdc@newhorizonindia.edu>

Thu 8/13/2020 12:56 PM

To: directornhck@newhorizonindia.edu <directornhck@newhorizonindia.edu>; principalnhcm@newhorizonindia.edu <principalnhcm@newhorizonindia.edu>

📎 1 attachments (13 KB)

image003.png;

Dear Sir/Madam,

Please find below the request sent by the resource persons of yesterday for the feedback. I request you to send the link to the participants of Group 1(yesterday) and ask them to fill in as early as possible.

Dear Teachers,

Thank you for your active participation in today's session on 'Virtual Tools for making Online Learning Engaging'!

Please take 2 mints to give us your valuable feedback by clicking the link below:  
<https://forms.gle/f49H2hCmKD2cdE9MA>

--

Warm Regards,

Learning Ethos Team



Regards,

Dr. Girija N Srinivasalu  
Director  
New Horizon Quality Assessment and Skill Development Center  
Tel: 080-66297777 Ext. 3009  
Mobile: 9900310266

  
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## Feedback form for Group- 2 professional development programme

Director\_QASDC <director\_qasdc@newhorizonindia.edu>

Fri 8/14/2020 11:29 AM

To: directornhck@newhorizonindia.edu <directornhck@newhorizonindia.edu>; principalhcm@newhorizonindia.edu <principalhcm@newhorizonindia.edu>

Cc: kirthimanghnani@gmail.com <kirthimanghnani@gmail.com>

📎 1 attachments (13 KB)

image001.png;

Dear Sir/Madam,

Please find below the request sent by the resource persons for the feedback. I request you to send the link to the participants of Group 2 of 13<sup>th</sup> August 2020 and ask them to fill in as early as possible.

Dear Teachers,

Thank you for your active participation in today's session on 'Virtual Tools for making Online Learning Engaging'!

Please take 2 mints to give us your valuable feedback by clicking the link below:

<https://forms.gle/f49H2hCmKD2cdE9MA>

Warm Regards,

Learning Ethos Team



Regards,

Dr. Girija N Srinivasalu

Director

New Horizon Quality Assessment and Skill Development Center

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Mobile: 9900310266

  
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# **Reports on the various programs**



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## Orientation Program for BBA, BCA & BCom


Date: 31<sup>st</sup> August 2020

Time: 9.30 a.m. to 12.30 p.m.

**Title of the Event** : Orientation Program for BBA, BCA & BCom  
**Target Audience** : All students of BBA, BCom & BCA  
**Venue** : Zoom  
**Faculty Coordinators** : Mr. Arun Raghu Babu, Ms. Prasanna Prakash & Mr. Nagaraju Kilari

### About the Session/event:

The orientation program for the first semester students of BBA, BCA and BCom was organized on the 31<sup>st</sup> of August 2020, Tuesday was held through online platform Zoom from 9.30 a.m. to 12.30 p.m. The principal addressed the students and welcomed them to the NHCM campus. The HOD's and the class mentors addressed the students and explained the rules and code of conduct to be followed. The students were instructed about the New Education Policy that is going to be followed from the current academic year. The students clarified their doubts and the session was joyfully concluded.

  
31/08/2020  
HOD BBA

  
31/08/2020  
HOD B.COM

  
HOD BCA

  
PRINCIPAL  
Principal  
NEW HORIZON COLLEGE  
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Bangalore - 560 103.




 **NEW HORIZON COLLEGE - MARATHALLI**   
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**Welcomes**

**I Semester BBA/B.COM/BCA**





**Orientation  
2020-2021**






**Students  
Guidelines**


**Disciplinary Guidelines for Students** 




General




> Students must attend all the classes regularly as per the college schedule.




> Students must be regular and punctual to all the classes and must secure attendance of not less than 75% in each subject as stipulated by the University







> Students must behave in a highly disciplined and decent manner in the class rooms, campus, bus and hostel.




> Usage of electronic gadgets like cell phones, tabs etc., in the college is an offence and if found, it will be confiscated/arrogated.





  
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> Students must not cause or involve in any unwanted gathering and create any sort of violence or disturbance both within and outside the college





> Students should not indulge in any activities provoking other students against each other/the Institution.




> Students are strictly instructed not to indulge in Ragging inside the college or hostel premises and if found, he/she will be rusticated.





> Students should not fight with each other or cause injury to others, if so, legal action will be taken against them which might result in dismissal from college.




> Students are expected to behave in a manner that promotes the health and safety of the college and institution.





> Students must compulsorily wear ID card right from entry of the main gate of the college and till such time they exit.




> Students are expected to be professional and respectful of other students, instructors, and staff. That includes verbal and physical behaviour as well as language used





> Carrying Weapons, Explosives, or Dangerous Substances and Devices that harms, threatens, reasonably causes fear, or otherwise endangers any person (including oneself) are considered to be illegal ,if found student will be dismissed.




> Consumption of alcohol and drugs in the premises is strictly prohibited, students will be immediately dismissed from the college.



> Students are expected to promote an educational environment that is free from all forms of sex discrimination, violence and gender-based.




### Class Room Guidelines






> Students are expected to be punctual for classes.



> Attendance is compulsory for all classes. 75% attendance in each subject is mandatory to appear for the semester end examinations.




Dress Code - Students should be neatly and modestly dressed to the college.


> Boys are expected to wear self-coloured pants, T-shirts (No objectionable or unparliamentarily words should be printed), jeans or formals.

> Shoes are recommended for footwear, slippers are not permitted. Boys are expected to come with a clean shave, neatly combed hair.


> Girls must wear a neat and formal dress code of Salwar kameez / Jeans with long tops only. Body defining or transparent dress materials are strictly restricted.



> Talking and other disruptive behaviours are not permitted while classes are in session.




> Leave application will be accepted only on the fulfilment of 75% attendance




> When absence is caused by unforeseen events, application for leave must be submitted to the Head of the Department as early as possible. If the student fails to furnish the same, the student will not be allowed to attend regular class within the grace period of two days.


> Application for leave of absence may be rejected by the Principal if he is not satisfied with the genuineness




> Mobile phones are strictly prohibited in the classroom and in campus.



> Food and beverages are NOT permitted in classrooms. Those must be consumed in designated areas only.




> Students must mandatorily attend the internal test and preparatory examinations; students who do not attend, will not be permitted to appear semester exams.




  
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> Students must take part in the academic activities conducted by the college.




> Students should not quarrel or fight either with their year mates or with the other students. Any damage to the property of the college - identified students / whole class / batch will be severely punished.




> Physical assault, mental harassment or any other activities that are considered as Ragging, students will be immediately rusticated




> Use of abusive / unparliamentary words, misbehaviour, inducing and provoking others to form groups among students will result in indefinite period of suspension




> Class room property must be respected and kept clean. Any defacing/damaging/vandalizing of class room property, the identified student will be penalised and suspended.




> During lecture the students should be attentive and must cooperate with the respective subject faculty members.




> Student should bring required materials to class and assert yourself if any doubt or clarification to be done.




> Destroying, defacing, stealing, or making inaccessible library or other academic resource material is considered to be Abuse of Academic Materials, strict action will be taken by the management.



> A student suspended from a class is required to meet with the concerned faculty member, or Head of the Department before the student is permitted to attend the class



> During PTM meet, the student must mandatorily bring their parents, in case if they are not able to attend the meet, prior intimation must be given by them to the class mentor, failing to do so, student will not be allowed to attend the classes.



### Academic






**KEEP YOUR ATTENDANCE**



**75%**

University examination will be held at the end of each semester. The maximum marks for the university examination in each paper shall be 70 and internal marks shall be 30

50 Marks are exclusively allotted for Extra Curricular & Co-curricular subjects.




Marks for skill development shall be awarded by the faculty concerned based on Skill Development exercises provided in the syllabus of each paper.



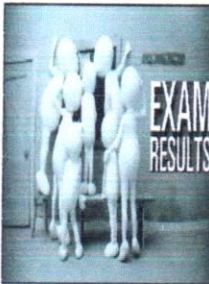
The results of the First to Sixth semester degree examination shall be declared and classified separately as follows:

- > First Class: Those who obtain 60% and above of the total marks of parts I, II and III.
- > Second Class: Those who obtain 50% and above but less than 60% of total marks of parts I, II and III.
- > Pass Class: Rest of the successful candidates who secure 40% and above but less than 50% of marks in part I, II and III.




> Class shall be declared on the basis of the aggregate marks obtained by the candidates in this degree course (excluding languages (part I) and non-core subjects (Part III)) as a whole.


> However, only those candidates who have passed each semester university examination in the first attempt only shall be eligible for award of ranks. The first ten ranks only shall be notified.



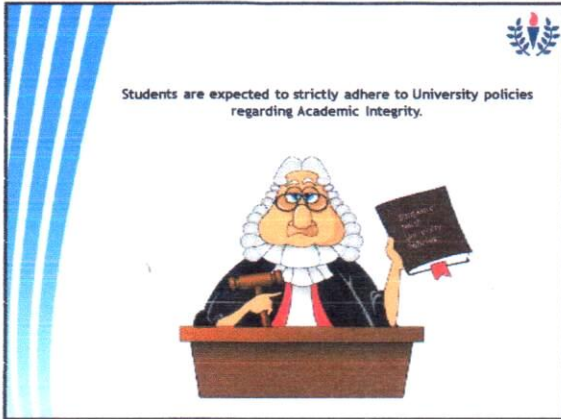
> Students facing challenges in any subject, must meet the concerned faculty and take up coaching classes and attend the remedial classes/connect hours to cope up with the university examination.



> Students opted for value added programs must attend the classes compulsorily



  
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Principal  
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A handwritten signature in green ink, appearing to read "Anil Kumar", is positioned above the printed text.





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## New Horizon Quality Assessment and Skill Development Centre

### Induction report of newly joined teaching staff of NHC (Marthahalli)

Induction conducted for the newly joined Teaching Staff of NHC Marathalli on 10<sup>th</sup> November 2020 from 10 am to 4:50 pm at NHCM Campus. We had 1 participant from NHCM.

In order to prepare and equip the newly joined faculty members, in house experts in the respective fields have quoted varied examples and relevant situations and explained the topics mentioned below.

#### Session 1:

Ms. Hima Bindu from QASDC covered the following topics while introducing the participants to the culture and standards of our institution under interpersonal skills & grooming.

- 1) The culture and standards of the organization
- 2) Importance of planning for classroom /online teaching
- 3) Importance of value based teaching techniques to implement in the classroom / online teaching
- 4) Importance of self- discipline.
- 5) Professional behaviour in the classroom & on campus
- 6) Importance of documentation.

#### Session 2:

Dr. Bodhisatvan principal of NHCM covered the following topics citing varied examples to the newly joined faculty members to understand our institutional quality policies and value system:

- 1) The vision & mission statements.
- 2) The value system of New Horizon College.
- 3) The quality policy which is part of vision and mission of the college.

#### Session 3:

Dr. Gopal Krishna, Dean, Research & Development covered the following topics to help them for their professional development:

- 1) Importance of research for an academician.
- 2) The available library resources to support researchers at New Horizon.
- 3) Importance of citation
- 4) How to identify quality journals and the process to publish articles.
- 5) How to choose research topics.
- 6) Understanding of rules for book publications.

Session 4:

Dr.Anitha Rai, Head, library & information centre, briefed them about the library resources with the below mentioned details, for motivating them to make use of the available resource for their professional growth.

- 1) The login details for NHCM Library resources.
- 2) The available online resources for teachers to plan their lessons and curriculum.
- 3) Access to online newspapers
- 4) Online courses links like, NPTEL, Course Era.
- 5) NHCE MOU with many top colleges at national level to access their library resources.
- 6) Various available software for research publications.

Session 5:

The last briefing session of the HR policies was cancelled as they had already been briefed by Ms. Hima Bindu from the HR.



**Principal**  
Principal

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New Horizon Quality Assessment & Skill Development Centre

Induction program for the New Teaching faculty of NHCM at Library conference hall  
on 10<sup>th</sup> November 2020

Dates	10:00 am to 11:00 am	11:15 to 12:30 pm	12:30 pm to 1:30 pm	1.30. to 2.30 pm	2.30 pm to 3:30 pm	3.45 pm- 4.50 pm
10-11-2020	Introduction to quality parameters and Interpersonal skills-grooming, social etiquette By Ms. Hima Bindu NHQASDC	Role of MOOC online courses & certification in higher technical educational institutions by Mr. Sunil EEE	Need for Research & Development Activities at an Engineering College by Dr. Gopala Krishnan- Dean-R & D	Lunch	Students' Examination/ evaluation process- Dr. Vijilius COE	Library Resources by Dr. Anitha Rai, Head Library & Information centre









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NHQASDC - Induction for new joinee teaching staff - NHCM - 10-11-2020							
S. No.	Name	Institution	Signature				
			Session 1	Session 2	Session 3	Session 4	Session 5
1	Ms. Bhavya						



Principal  
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# Anti -Ragging Committee





**NEW HORIZON**  
COLLEGE

# ANTI RAGGING CELL

Presents

## CONSEQUENCES OF RAGGING

**Date: 17 February 2021**  
**Time: 2.00PM to 3.00PM**  
**Mode: Online**

**Faculty Coordinator:**  
**Ms. Anjana S. Murthy**

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Ring Road, Bellandur Post,  
Bangalore - 560 103.





# NEW HORIZON COLLEGE

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## REPORT ON ACTIVITY OF ANTI RAGGING CELL – GROUP DISCUSSION

**Date:** 17-02-2021

**TIME:** 2.00 PM TO 3.00 PM

**Title of the Event:** Consequences of Ragging

**Target Audience :** All students of BBA/ BCom/ BCA

**Mode:** Online

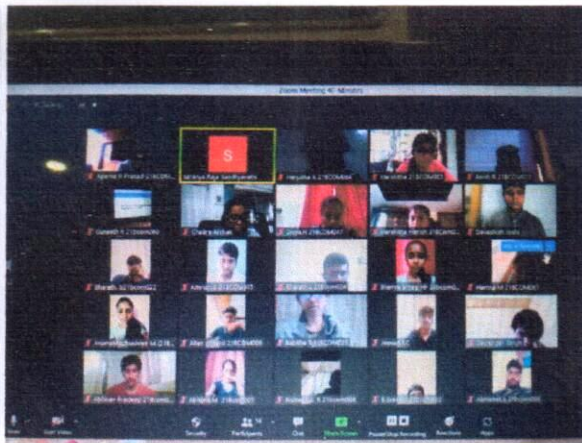
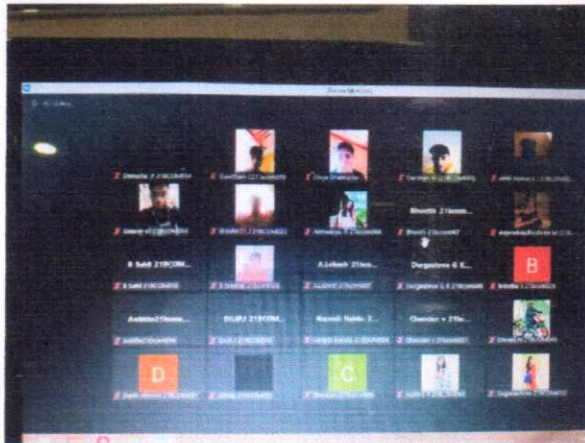
**Faculty Coordinator:** Ms. Anjana.S.Murthy, Ms. Apoorva, Ms. Richa Pathak

**Student coordinator:** Sanjana Shashi III BBA


In order to aware the students of consequences of ragging Group Discussion activity has been conducted in online mode by Anti Ragging Cell. The activity is conducted through online mode. Students participated enthusiastically with multiple incidents of ragging consequences happened in various other institutions. The best participants were selected by judges Ms. Carolin and Ms. Jubitha.

Winners of the event are as follows:

1. First Place- Divya Damodar I Bcom
2. Second Place – Bharath I Bcom



  
**COMMITTEE HEAD**

  
**PRINCIPAL**  
Principal  
NEW HORIZON COLLEGE  
Ring Road, Bellanur, East,  
Bangalore - 560 105.





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**Kindly fill out the Online feedback form**

Name of the event: Consequences of Ragging

Date: 17-02-2021

Course: BCA

SEM: 1<sup>st</sup>

Please click on the appropriate column.

Parameters	Excellent	Very Good	Good	Average	Poor
1. Student's performance reached your level of satisfaction.	✓				
2. The theme was portrayed effectively.	✓				
3. The program helped you understand and comprehend the theme.	✓				
4. The program provided an environment for group learning.	✓				
5. Overall, the event was worthwhile.	✓				

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**Kindly fill out the Online feedback form**

Name of the event: Consequences of Ragging

Date: 17-02-2021

Course: V

SEM: B.com

Please click on the appropriate column.

Parameters	Excellent	Very Good	Good	Average	Poor
1. Student's performance reached your level of satisfaction.		✓			
2. The theme was portrayed effectively.	✓				
3. The program helped you understand and comprehend the theme.		✓			
4. The program provided an environment for group learning.	✓				
5. Overall, the event was worthwhile.	✓				

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## Kindly fill out the Online feedback form

Name of the event: Consequences of Ragging

Date: 17-02-2021

Course: BBA

SEM: III

Please click on the appropriate column.

Parameters	Excellent	Very Good	Good	Average	Poor
1. Student's performance reached your level of satisfaction.		✓			
2. The theme was portrayed effectively.		✓			
3. The program helped you understand and comprehend the theme.		✓	✓		
4. The program provided an environment for group learning.			✓		
5. Overall, the event was worthwhile.			✓		

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# NEW HORIZON COLLEGE - MARATHALLI



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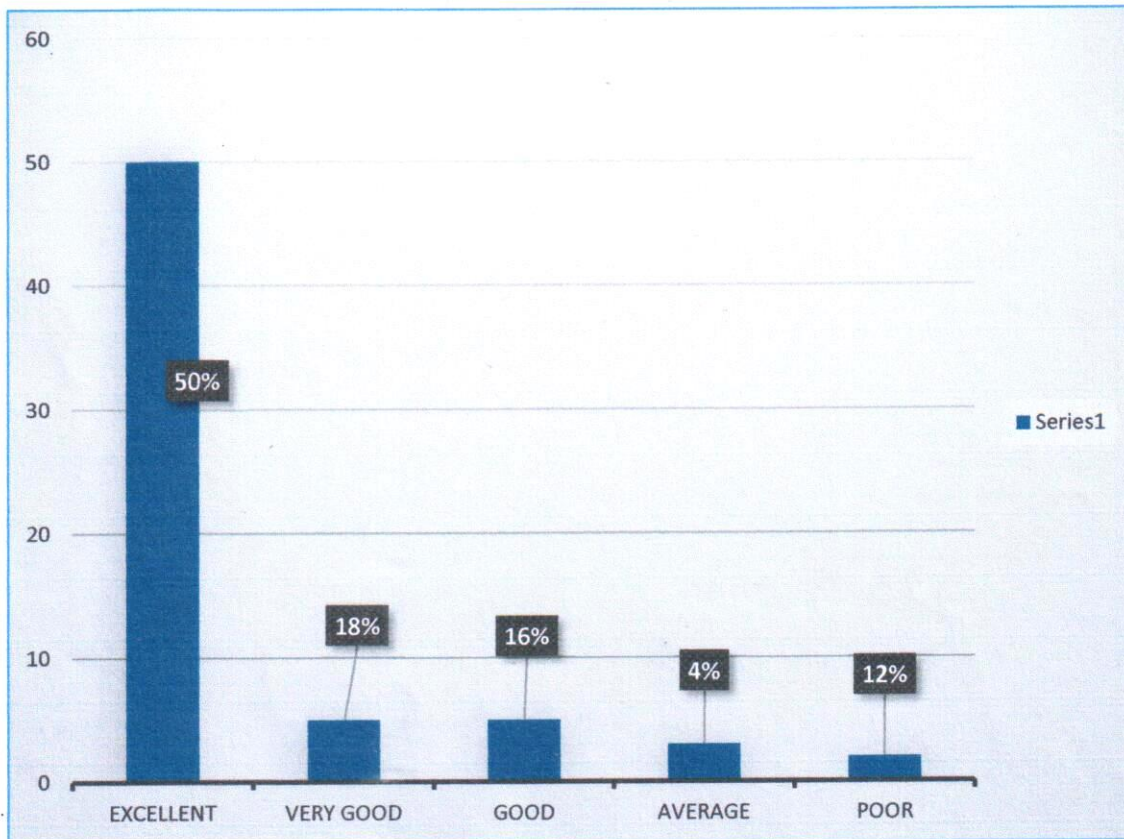
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**Program Title:** Consequences of Ragging

**Date:** 17-02-2021

**Time:** 2.00 PM TO 3.00 PM



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Bangalore - 560 100





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AQAR  
2020-2021

# Anti Sexual Harassment Cell





**NEW HORIZON**  
**COLLEGE**

# **ANTI SEXUAL HARASSMENT CELL**


**PRESENTS**

## **Skit on Street Sexual Harassment**

**Date: 24 February 2021**

**Time: 2.00PM to 3.00PM**

**Staff Coordinator:  
Ms.Nanditha S Mathad**

  
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# NEW HORIZON COLLEGE

New Horizon Knowledge Park, Ring Road, Marathalli

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Recognized under section 2(f) of the UGC Act, 1956

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## ANTI SEXUAL HARASSMENT CELL

**Date:** 24-02-2021

**TIME:** 12.00 PM TO 3.00 PM

**Title of the Event:** Skit on Street Sexual Harassment

**Target Audience:** All students of BBA/ BCom/ BCA

**Faculty Coordinator:** Ms.Nandhitha , Ms. Aradhana, Ms. Saranya.R.S,Mr.Ayush

The students performed skit on 24<sup>th</sup> February, 2021. As a part of the program, The subject of the play was sexual violence in public spaces, 16 students, 5 girls and 11 boys, performed a 10-minute play, and in company of other students stressed the importance of reporting incidents of harassment to help curb such incidents. The performers comprised students from Drama Club. The play was organized to specifically focus on sexual harassment such as the catcalling and commenting that women face in day to day lives in public spaces. Through their performance, the students aimed to highlight the need to increase reporting of sexual harassment in public spaces which more often than not go unreported. It also subtly looked at the importance of bystander intervention.

The play was performed at three different spots in college to an enthusiastic response. During and after the play at several points the crowd got extremely engaged.

At one of the performances, a student not only lauded the play but he himself came up to express to the audience how important the issue was for the women of India.



**Drama Club Students involved in the Skit**

  
**COMMITTEE HEAD**

  
**PRINCIPAL**  
Principal  
NEW HORIZON COLLEGE  
Ring Road, Bellandur Post,  
Bangalore - 560 103.



# NEW HORIZON COLLEGE - MARATHALLI



Affiliated to Bangalore North University, Approved by Government of Karnataka

Accredited by NAAC with 'A' Grade, Recognized under section 2(f) of the UGC Act, 1956

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## Kindly fill out the feedback form

Name of the event: Skit on Street Sexual Harassment

Date: B-com

Course: VI

SEM: A

Please mark on the appropriate column.

Parameters	Excellent	Very Good	Good	Average	Poor
1. Student's performance reached your level of satisfaction.	✓				
2. The theme was portrayed effectively.		✓			
3. The program helped you understand and comprehend the theme.		✓			
4. The program provided an environment for group learning.			✓		
5. Overall, the event was worthwhile.				✓	

Principal  
NEW HORIZON COLLEGE  
Ring Road, Bellandur Post,  
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## Kindly fill out the feedback form

Name of the event: Skit on Street Sexual Harassment

Date: 24/2/2022

Course: BBA

SEM: II

Please mark on the appropriate column.

Parameters	Excellent	Very Good	Good	Average	Poor
1. Student's performance reached your level of satisfaction.		✓			
2. The theme was portrayed effectively.		✓			
3. The program helped you understand and comprehend the theme.	✓				
4. The program provided an environment for group learning.		✓			
5. Overall, the event was worthwhile.			✓		

Principal  
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Ring Road, Bellandur Post,  
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## Kindly fill out the feedback form

Name of the event: Skit on Street Sexual Harassment

Date: 24/2/2022

Course: BCA .

SEM: IV  
—

Please mark on the appropriate column.

Parameters	Excellent	Very Good	Good	Average	Poor
1. Student's performance reached your level of satisfaction.	✓				
2. The theme was portrayed effectively.		✓			
3. The program helped you understand and comprehend the theme.		✓			
4. The program provided an environment for group learning.	✓				
5. Overall, the event was worthwhile.		✓			

Principal  
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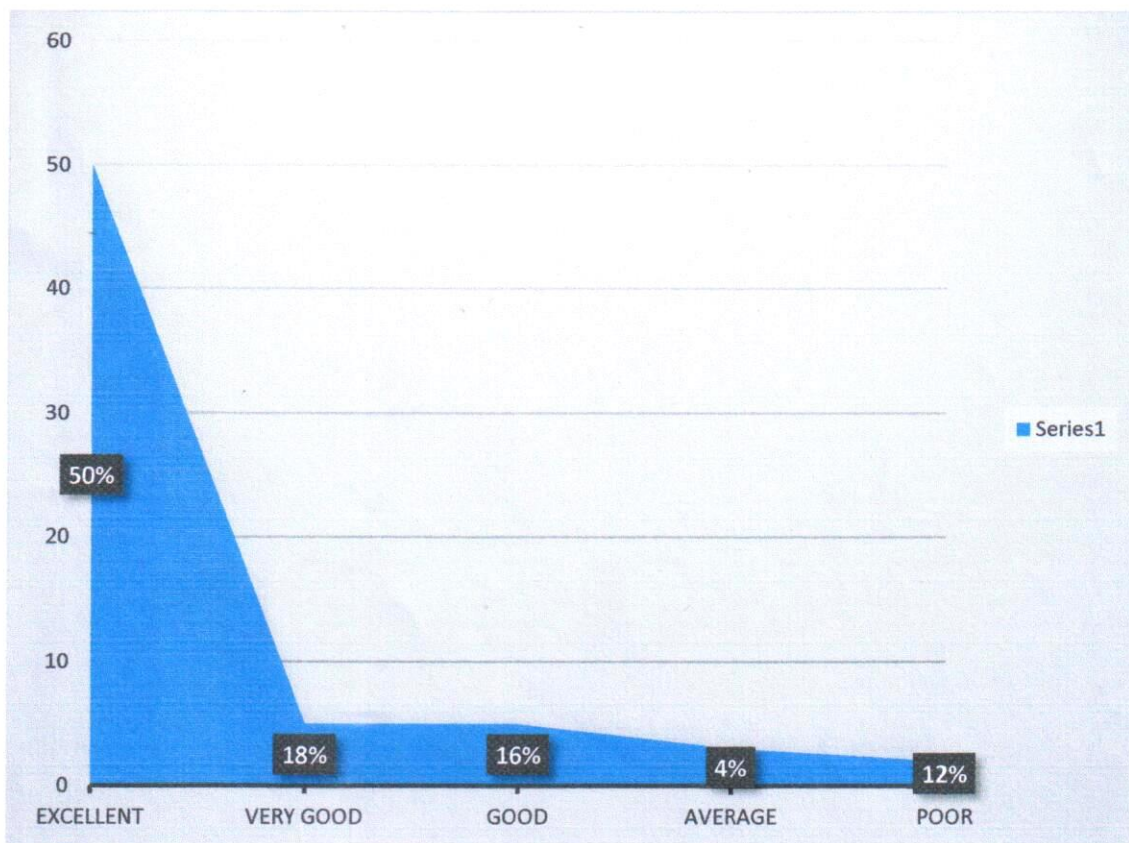
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## Program Title: Skit on Street Sexual Harassment

Date: 24.02.2021

Time: 12.00 pm – 3.00 pm



Principal

NEW HORIZON COLLEGE  
Ring Road, Bellandur Post,  
Bangalore - 560 103.