

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

ST. MARY'S COLLEGE

1.2 Address Line 1

Shirva

Address Line 2

Udupi District

City/Town

Shirva

State

Karnataka

Pin Code

574116

Institution e-mail address

smc_shirva@rediffmail.com

Contact Nos.

0820-2554238, 2576360

Name of the Head of the Institution:

Mr. Rajan. V. N.

Tel. No. with STD Code:

0820-2554238

Mobile:

9449639150

Name of the IQAC Co-ordinator:

Dr Radhakrishna Bhat M

Mobile:

9448326743

IQAC e-mail address:

drmrbbhat@gmail.com

1.3 NAAC Track ID (For ex. MHCOCGN 18879) KACOCGN10400

1.4 NAAC Executive Committee No. & Date:

EC(SC)/15/A&A/13.3 dated May 25,2016

1.5 Website address:

www.smcshirva.com

Web-link of the AQAR:

<http://www.smcshirva.com/AQAR2016-17.doc>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.25	2003	2008
2	2 nd Cycle	B	2.87	2010	2015
3	3 rd Cycle	B	2.90	2016	2021

1.7 Date of Establishment of IQAC: DD/MM/YYYY

01/07/2003

1.8 AQAR for the year (for example 2010-11)

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR: 2009-10: 06/11/2010
- ii. AQAR: 2010-11: 11/11/2011
- iii. AQAR: 2011-12: 27/09/2012
- iv. AQAR: 2012-13: 31/10/2013
- v. AQAR: 2013-14: 30/01/2015
- vi. AQAR: 2014-15: 25/01/2016
- vii. AQAR: 2015-16: 20/09/2016

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phy Edn)

TEI (Edu) Engineering Health Science Management

Others (Specify)

M Com & MSW

1.12 Name of the Affiliating University (for the Colleges)

Mangalore University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University Nil

University with Potential for Excellence Nil UGC-CPE Nil

DST Star Scheme	<input type="text" value="Nil"/>	UGC-CE	<input type="text" value="Nil"/>
UGC-Special Assistance Programme	<input type="text" value="Nil"/>	DST-FIST	<input type="text" value="Nil"/>
UGC-Innovative PG programmes	<input type="text" value="Nil"/>	Any other (<i>Specify</i>)	<input type="text" value="Nil"/>
UGC-COP Programmes	<input type="text" value="Nil"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held No.

2.11 No. of meetings with various stakeholders:

		Faculty	<input type="text" value="1"/>
Non-Teaching Staff, Students	<input type="text" value="0"/>	Alumni	<input type="text"/>
		Others	<input type="text" value="0"/>

2.12 Has IQAC received any funding from UGC during the year? Yes No

Received during Plan; used annually If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

N.A.

2.14 Significant Activities and contributions made by IQAC

- Consolidating the post- NAAC Accreditation activities.
- Creation of quality consciousness among stakeholders
- Inculcation and retention of healthy practices in the institution
- Inclusion of diverse group of stakeholders in the institutional decision making process
- Monitoring activities to achieve excellence in higher education
- Holding orientation programmes for freshers
- Facilitated hosting of One National Conference.
- Facilitated the publication of books by students.
- Organised field and industrial visits, other outreach programmes

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> • Annual Plan of Action is prepared vide College Academic Calendar 2016-17. • Planned to conduct diploma & certificate courses • Hold seminars and conduct student empowerment programmes. 	<p>Conducted:</p> <ul style="list-style-type: none"> • One national seminar. • training for entry into civil and banking services <ol style="list-style-type: none"> 1.Post Graduate Diploma in Counselling (PGDC) 2.Advanced English Communicative skills Certificate Course 3.Certificate course in Beautician Skills 4.Existing Programme- Diploma Course in Soft Skills continued

* Academic Calendar of the year 2016-17 Annexure I.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate any other body

Provide the details of the action taken

Annual Quality Assessment Report was placed before IQAC and was thoroughly discussed and approved. Later it was placed before the full body of faculty members. The suggestions given by the body were incorporated.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	2	0	2	0
UG	4	0	2	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	4	0	4	0
Others	0	0	0	0
Total	10	0	8	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: **CBCS/Core/Elective option** / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	0
Annual	0

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure II*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

-No-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors/ Lecturers	Associate Professors	Professors	Others
	8+1+1=10	1	7+1(Lib)+1(P.D.)	0	0

2.2 No. of permanent faculty with Ph.D.

3

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

	Asst. Professors/ Lecturers		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
UG	9	0	0	0	0	0	0	0	9	0
PG	3	0	0	0	0	0	0	0	3	0

2.4 No. of Guest and Visiting faculty and Temporary faculty (Details given below)

Details of Faculty Members 2016-17					
	Department	Permanent	Temporary	Guest	Total
1	Arts	4+1(deputation)+1	--	--	6
2	Commerce - UG	3	3	--	6
3	Language	3	3	--	6
4	Computer Science	4	--	1(Maths)	5
5	Business Management	2	1	--	3
6	Commerce - PG	3	1	--	4
7	Social Work	2	2	--	4
	Total	23	10	1	34

Note: During the year of report no Visiting faculty on rolls

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	7	0
Presented papers	0	6	0
Resource Persons	0	1	0

Note: Those who have presented Papers/ participated as Resource papers, have Attended also.

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Up-gradation of ICT enabled content delivery
- Experiential learning through field visits
- Product projects and student seminars
- Faculty members are provided with computers and internet/Lan facility
- Emphasis on academic usage of computers

2.7 Total No. of actual teaching days during this academic year 180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) 0

2.9 No. of faculty members involved in curriculum Re-structuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 3 0 0

2.10 Average percentage of attendance of students 94

2.11 Course/Programme wise distribution of pass percentage:

MANGALORE UNIVERSITY RESULTS October/November 2016

Course	Semester	Appeared	Passed	%	Distinction	I Class	II Class	III Class
B.A.	I	33	18	54.54	2	7	8	1
	III	32	19	59.37	4	9	6	-
	V	32	31	96.87	8	13	9	1
B.Com	I- a	68	61	89.70	30	22	9	-
	I- b	83	68	81.92	21	25	21	1
	III - a	81	81	100	66	13	1	1
	III - b	82	68	82.92	18	24	21	5
	V	83	80	96.38	57	16	7	-
BBM	V	36	32	88.88	1	10	13	8
BCA	I	30	19	63.33	12	6	1	-
	III	31	25	80.64	15	4	4	2
	V	30	27	90	7	10	10	-
MSW	I	35	35	100	30	5	-	-
	III	19	19	100	19	-	-	-
M.Com	I	29	29	100	20	9	-	-
	III	41	41	100	35	6	-	-

MANGALORE UNIVERSITY RESULTS May/June 2017

Course	Semester	Appeared	Passed	%	Distinction	I Class	II Class	III Class
B.A.	II	31	19	61.29	3	7	8	1
	IV	33	28	84.84	3	16	8	1
	VI	31	31	100	11	16	3	1
B.Com	II- a	67	58	86.56	23	18	17	-
	II- b	83	60	72.28	27	14	13	6
	IV- a	81	81	100	73	6	2	-
	IV-b	82	70	85.36	25	27	16	2

	VI	83	78	93.97	47	21	9	1
BBM	VI	36	32	91.66	1	14	10	7
BCA	II	30	19	63.33	12	1	5	1
	IV	31	24	77.41	14	3	4	3
	VI	30	30	100	30	-	-	-
MSW	II	35	35	100	35	-	-	-
	IV	19	19	100	19	-	-	-
M.Com	II	29	29	100	20	9	-	-
	IV	41	41	100	17	24	-	-

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Conducting staff enrichment programmes
- Improvisation in content delivery through ICT
- Monitoring through Examination Committee
- Continuous quality enforcement on campus
- Suggested need-based learning activity
- Time bound completion of evaluation process
- More sensitisation programmes for girl students

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	1
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	4	0	5+2
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC encouraged individual departments to conduct micro research projects and also presenting research papers in Conferences for faculty and for the students. Research Committee oversees and renders assistance when needed.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	1	0	0
Outlay in Rs. Lakhs	--	8.06 lakhs	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	0
Outlay in Rs. Lakhs	0	1.15 lakhs	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	0	0
Non-Peer Review Journals	2	0	0
e-Journals	0	0	0
Conference proceedings	0	2	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received Rs
Major projects	2 years	UGC	8.06 lakhs	2,18,400
Minor Projects	18months	UGC	1.15 lakh	92,500
Interdisciplinary Projects		0		
Industry sponsored		0		
Projects sponsored by the University/ College		0		
Students research projects <i>(other than compulsory by the University)</i>		0		
Any other(Specify)		0		
Total	2		9.21 lakhs	3,10,900

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	2	0	0	0
Sponsoring agencies	0	UGC	0	0	0

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College Total

3.16 No. of patents received this year

Type of Patent	Number	
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level National level International level

3.22 No. of students participated in NCC events: *

University level State level National level International level

* Since many of the Cadets are the same, participating in various events, take totals army not tally with the number of student enrolled for NCC.

3.23 No. of Awards won in NSS:

University level State level National level International level

3.24 No. of Awards won in NCC:

University level State level National level International level

Selected for RD Parade at New Delhi

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility: 2(Hindi)+ 34(MSW)= 36

- NSS unit has organised one annual special camp in Jeevan Asha Trust, Kollabettu besides Vanamahotsava, Shramadan and Blood Donation camps.
- MSW students worked with different NGOs and Social Service Organizations
- Students participated in the Swachhata programme at the local Primary Health Centre and in the local town .

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.69 acres	0	College Management	5
Class rooms	17	0	College Management	17
Laboratories	2	0	College Management	2
Seminar Halls	1	0	College Management	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		8	UGC	8
Value of the equipment purchased during the year (Rs. in Lakhs)		1.22	UGC	1.22
Others		0	UGC	0

4.2 Computerization of administration and library

- Data-base of student's admission, progression and examination procedure
- Higher configuration computers were installed
- Software Saral TDS for tax computation has been installed
- Software for computation of internal assessment marks of students
- Bar-coding system adopted in the college library

4.3 Library services (U.G.)- 2016-2017

	Existing		Newly Added		Total	
	Number	Value	Number	Value	Number	Value
Text books	9495	9,38,550.00	1036	1,37,459.00	10531	10,76,009.00
Reference Books	12943	13,43,441.00	61	21,250.00	13004	13,64,691.00
e-Books	INFLIBNET N LIST	5,000.00	INFLIBNET N LIST	5,000.00	INFLIBNET N LIST	5,000.00
Journals	44	55,800.00	-	-	44	55,800.00
e-Journals	INFLIBNET N LIST	5,000.00	INFLIBNET N LIST	5,000.00	INFLIBNET N LIST	5,000.00
Digital Database	University old question papers	-	University old question papers	-	University old question books	-
CD & Video	237	51,794.00	-	-	237	51,794.00
Others Specifics	-	-	-	-	-	-

Post Graduate Library Services (Details of 2016-17)

	Existing		Newly Added		Total	
	Number	value	Number	value	Number	value
Text Books	1,117	4,05,368.00	127	45,765.00	1,244	4,51,133.00
Reference Books	88	60,061.00	6	5,879.00	94	65,940.00
E-Books	-	-	-	-	-	-
Journals	30	1,14,207.00	4	2,629.00	30	1,48,276.00
E-Journals	2	Free	-	-	2	free
Digital Database	-	-	-	-	-	-
CD& Video	70	Free	5	free	75	free
Other Specifics	-	-	-	-	-	-

Journal details

Academic year	Total no. of Journals	Total Amount
2010-11	19	13,133.00
2011-12	20	11,321.00
2012-13	21	14,216.00
2013-14	26	19,717.00
2014-15	25	19,635.00
2015-16	30	36,185.00
2016-17	74	88,149.00
Total		2,02,356.00

4.4 Technology up gradation (overall)

	Total Computers	Computer Lab (2)	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	108	54	All	15	0	12	17	10
Added	0	--	All	0	0	0	0	0
Total	108	54	All	15	0	12	17	10

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up-gradation (Networking, e-Governance etc.)

- Training on office-software provided to administrative staff

4.6 Amount spent on maintenance in rupees:

i) ICT	14102
ii) Campus Infrastructure and facilities	0
iii) Equipments	0
iv) Others	0
Total:	14102

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Tradition of providing quality service on securing scholarship and examination related services continued, subsidised photocopier facility, one more photocopier has been installed in computer centre

5.2 Efforts made by the institution for tracking the progression

- More computers have been installed to serve students better
- Training support to face competitive examination
- Compliant Box has been installed and issues are solved earnestly
- Two PTA meetings were held the year to report the students' academic progression to parents
- Email ids and contact numbers are compiled for tracking student progression
- Students destination survey conducted

5.3 (a) Total Number of students

(b) No. of students outside the state

8

(c) No. of international students

0

Men	No	%	Women	No	%
	286	38.28		461	61.72

Last Year(2015-16)						This Year (2016-2017)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
37	27	5	694	3	766	34	31	4	675	3	747

Demand ratio 1:2.6 for B Com Dropout % 0.0

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Training/Coaching programmes were organised by Career Guidance and Placement Cell for various NET/SLET/Civil Services and Banking Examinations/Tests

No. of students beneficiaries

94

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	0

5.6 Details of student counselling and career guidance

Career Guidance Cell:

- What, How and why about CA by Francin Shiny Menezes on July 26, 2016
- Pre-camp orientation and signing of Memorandum of Understanding between St. Mary's College, Shirva and Kshamatha Academy, Mangaluru on Oct 3, 2016
- Training on interview techniques by Prof. Ronald Pinto on 15.12.2016
- Career opportunities after B.Com and BBM by Arun Gundmi on 05.01.2017

No. of students benefitted

339

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			4

5.8 Details of gender sensitization programmes

College Women's Cell and Women Anti-Harassment and Gender Sensitivity Cell conducted two executive Committee meetings on 27.07.2016 and 23.03.2017. The lady Police Officer of local police station was present in both meetings.

Programmes organized by Women Anti-Harassment and Gender Sensitivity Cell

- Orientation on safety measures for women adopted in the college
- Orientation on functioning and objectives of the cell to the members
- Paper presentation on exploitation of women in the family
- Preparation of household products
- Legal awareness on domestic violence, property rights and divorce
- Paper presentation on relationship in family
- Talk on women health issues
- International Women's day celebration

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level	8	National level	0	International level	0
Cultural: State/ University level	4	National level	0	International level	0

5.10 Scholarships and Financial Support

	Number of students	Amount Rs
Financial support from institution	51	152726.00
Financial support from government	468	1394051.00
Financial support from other sources	49	60000.00
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level	1	National level	0	International level	0
Exhibition: State/ University level	0	National level	0	International level	0

5.12 No. of social initiatives undertaken by the students 0

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION
Reaching quality higher education to rural doorsteps
MISSION
St. Mary's College, Shirva, strives to train rural youth to meet global challenges through effective classroom lessons coupled with capability building programmes. It is committed to excellence in developing their academic competencies, soft skills and civic responsibilities retaining the core values of student-teacher relationship. The institution tries to achieve inclusive growth through inclusive governance.

6.2 Does the Institution has a management Information System

Yes, MIS covers student admission, student records and evaluation and examination procedures. LAN networking enabled. Intercom facility extended to all departments. Computer-enabled flow of information, administrative software used with multiple functions

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Faculty members of the college are actively participating in the curriculum development of University.
- Faculty members contribute their knowledge-block in the subject workshops
- Members of BOS, member of Arts Faculty of the University participate and offer suggestion of syllabi revision
- Moreover, up-gradation of modules for add-on courses is done from time to time.

6.3.2 Teaching and Learning

- Enhancement of ICT enabled teaching and experiential learning
- Encouragement to student research activity
- Inculcation of values among students for better living
- Student centric teaching methods practised to give them pleasure of learning

6.3.3 Examination and Evaluation

- Conducting examinations as per university norms without compromising the sanctity
- Evaluation of internal assessment examination is done internally
- Examination committee formulated oversees systematic conduct of examination
- Orientation to room invigilators on effective supervision of examination process
- Created awareness on the severe consequences of malpractices

6.3.4 Research and Development

- Encouraging faculty to take up research work
- One major research project and one minor project - are in progress
- Three Faculty members are recognised as Research Guides by Bharatiyar University, Tamil Nadu and Hampi University, Karnataka
- Faculty members participate in various academic and industry for a for up gradation of their skills
- Inspired faculty members to encourage student research activity
- Departments are encouraged to organise seminars/ conferences/ present papers

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library: Bar-coding system, INFLIBNET and other e-resource facility, internet facility
- Library has more than 20736 volumes and 44 journals
- Network resource centre is made available for faculty use
- Internet access provided to faculty and students
- Digitalisation of question papers of earlier years

6.3.6 Human Resource Management

- Faculty members are encouraged to participate as resource persons in various academic and industry promotion agencies.
- Faculty members are the members of various academic bodies.
- They participate in University decision-making bodies like Board of Studies, Board of Examiners and Faculty of various disciplines.
- Training and development programmes

6.3.7 Faculty and Staff recruitment

- For faculty recruitment merit is sole consideration. Vacancies are advertised and after the due process of selection they will be appointed.
- New faculty members are recruited mainly on the basis of merit. Vacancies are advertised and after the due process of selection they will be appointed. Importance is given to those candidates who are eligible as per UGC norms.
- Faculty Development Programmes are conducted on need base.

6.3.8 Industry Interaction / Collaboration

- College has signed a MOU with Kshamatha Academy, Managaluru
- Banking and insurance industry experts are invited for guest lectures
- Latest developments in industries are communicated through invited lectures

6.3.9 Admission of Students

- Transparency in admission process is continued and announcement of admission updates at the day-end during admission phase.
- University norms on admission are strictly followed
- Wide publicity for admissions is given

6.4 Welfare schemes for

Teaching	1(Teacher Welfare Fund)
Non teaching	0
Students	1(Students' Welfare Fund)

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	Yes	Management
Administrative	Yes	DCE/ CA	No	No

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

One general body and two executive committee meetings of Alumni Association were held.

- Organised training programme on 'emotional excellence'
- Organised Vittiya Saksharath Abhiyaan programme
- Two reunion programmes were held
- B.Com 1997-2000 batch donated Rs. 50,000 to the college
- Association donated nearly Rs. 4,00,000 to ailing student Damodar Nayak of B.Com
- Rs. 35,000 donated towards medical expenses of Mr. Raghavendra, an alumnus who met with road accident.

6.12 Activities and support from the Parent – Teacher Association

Two Executive Committee meetings and a Annual General body Meeting was held during the year:

Financial Assistance by PTA during the year:

- Rs. 10, 000 towards fee payment of needy students
- Rs. 6,000 as PTA scholarships to the toppers of each class in the UG Semester examinations, October- November, 2016
- Rs. 10, 000 towards organising NSS annual special camp
- Rs. 10, 000 towards Rovers & Rangers activities
- Rs. 7,000 towards medical expenses of an ailing student of II B.Com B
- Rs. 25,000 towards bore well facility to Ladies Hostel

6.13 Development programmes for support staff

Support staff efficiency improvement programme on computer awareness was held

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Tree planting
- Water harvesting
- Appointment of green teacher
- Campus cleaning and maintenance
- Awareness on environmental protection

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Streamlining student counselling activities
- Soft skills programme to enhance employability of students
- Transparency in admission process
- Mentoring system and value education were practiced

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Mentoring system was continued
- Value added courses were continued
- Value inculcation through value education classes and value based talks during college assembly
- One new MOU was signed

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Employability Enhancement Programme (EEP)
- Computer Literacy Programme (CLP)

7.4 Contribution to environmental awareness / protection

- Green consciousness through tree planting
- Held plastic clearance drives
- Harvested rainwater on campus
- Environmental awareness/ protection Programmes were organized during NSS activities and MSW community programmes
- Green Teacher initiates green consciousness in the campus

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add (for example SWOT Analysis)

The college has completed the process of reaccreditation for the third time in 2015; and reaccredited with B Grade with CGPA of 2.90

8. Plans of institution for next year

- ✓ To improve and continue existing activities,
- ✓ To organize National Seminars
- ✓ To involve all stakeholders more actively in college activities
- ✓ While preparing for the 3rd Cycle of NAAC Accreditation, laying foundation for preparing for the 4th Cycle of Accreditation

Dr Radhakrishna Bhat M
Signature of the Coordinator, IQAC

Rajan V N
Signature of the Chairperson, IQAC

Annexure I

College Academic Calendar 2016-17

1. College re-opening: I, III, V Sem	01.07.2016
2. Students Council Elections	09.07.2016
3. Students' Council Inauguration:	23.07.2016
4. First I.A. Examination	30.07.2016 to 04.08.2016
5. Talents Day	01.08.2016
6. Second I.A. Examination	23.09.2016 to 01.10.2016
7. IQAC Visit dates (I Half)	I week, October, 2016
8. Skill Development Program	03.10.2016
9. IQAC Faculty Development Program	22.10.2016
10. College re-opening: II, IV, VI Sem	15.12.2016
11. Meeting of Alumni Association	23.12.2016
12. Sports Day	13.01.2017
13. First I.A. Examination	04.02.2017 to 08.02.2017
14. IQAC Core Committee Meeting	10.02.2017
15. Blood Donation Camp	11.02.2017
16. Dr B.R.Ambedkar's 125 th Year Program	25.02.2017
17. Second I.A. Examination	04.03.2017 to 09.03.2017
18. College Day	15.03.2017
19. IQAC Visit dates(II Half/Annual)	2 nd Week, April,2017
20. IQAC Faculty Development Program	06.04.2017

Best Practice: No.1: Employability Enhancement Programme (EEP)

Students graduating from the colleges need to be empowered with the skills required to secure an employment. Employability Enhancement Programme introduced to the students joining the college in the first year itself. This will build confidence among the students, with the soft skills required to be competitive and employable at different spheres of life.

Course Content

Whenever one talks about soft-skills, the first thing that strikes to the mind is – communication skills because that is the skill that is mostly lacking amongst students. With the changed requirements of the corporate sector, the course also enables the students with widened scope in the form of interview skills and personality development.

- Functional English
- Effective Communication
- Interview Skills
- Leadership Skills
- Human relationship Skills
- Effective Decision making
- Group Discussion
- Life Skills

Methodology:

This skill development programme is conducted every week for two hours. The students intending to join the course will enrol themselves and the co-ordinator one among the staff will supervise and look into the implementation of the programme in the college. An external resource person with the capability of the above topics will regularly conduct the classes to the students.

Impact of the Programme:

The effective implementation of this programme enabled students to enhance their employability skills and become more confident to be successful in their life. The first generation learners who opted this course prefer to continue their education and many of them have completed Post graduation degrees. Those students prefer to get employed after graduation secured jobs of their choice due to the skills developed through the programme. Students are given this extra skills through this programme even to build their own personality in a positive manner and get recognised in the college during various programmes and even after their education in the society.

Best Practice: No.2 : Computer Literacy Programme (CLP)

Computers made a revolution in the working life of every organisation. It has become a part of our daily life. Information explosion made computer literacy indispensable in the higher education today. Knowledge about using the computer would enhance the speed of learning and the speed of working. The first generation students coming from various villages to our college are provided with this “Computer Literacy Programme”.

Course content:

1. “Basic Course on computers which is beneficial for the students who are not aware of using computers and its applications.
2. “Computer Tally education” which is beneficial for the students who are aware of using computers and especially helpful for the Commerce graduates in the routines of academic and commercial applications.

Methodology:

The syllabus of this computer literacy programme is framed by Computer Science Department which includes Ms-Office suite and Tally education. The classes are held two hours per week throughout the academic year. Following are the details of the students undergone this computer literacy programme for the last two years.

Year	No. of Students Basic	No. of Students Tally	Total No. of Students
2015-16	107	74	181
2016-17	103	75	178

The convener of the Computer Literacy Programme is one of the faculty members of the Computer Science Department. Two other faculties are the management staff appointed to implement this programme.

Impact:

Students undergone the Basic computer literacy programme are made capable to operate the computer and use the MS office. These students can use this knowledge in presentation of seminars by preparing Power point. They are capable of preparing notes, articles and complete assignments and projects by using the knowledge of this programme. Commerce students and few other students interested in the Tally education are capable of maintaining the accounts by using the knowledge. The chances of employment has increased to the students knowing the Tally Education.

Annexure II: Feedback Appraisal

A. Student Appraisal

Department of Collegiate Education, Karnataka has introduced Student Appraisal of Teachers. Head of the institution will take the feedback of teachers from the students once in a year. Students feel free to express their views on the teachers in Part I of the Student Appraisal Form and on the college in Part II of the same form. The format has an evaluation scale Excellent, Good, Satisfactory and Unsatisfactory.

Contents:

Appraisal of Teachers consists of the following:

- Preparation for the class
- Punctuality in conducting classes
- Planning and completion of the syllabus on time
- Clarity of presentation
- Clarity of expression
- Methodology used to impart knowledge
- Involvement in co-curricular activities
- Availability to students outside class hours
- Role as a mentor or motivator
- Grading of examinations

Appraisal on the facilities of the college consists of the following:

- Library
- Sports facilities
- Cultural activities
- Cleanliness in the college
- Reading Room
- Disbursal of Scholarships
- Computer facilities
- Remedial classes
- Administrative staff
- Availability of Principal

After obtaining the filled in appraisal form, it is tabulated and confidentially the evaluation is brought to the notice of the concerned. In case the areas of improvement is unsatisfactory, the matter will be brought to the notice of the Management for correction.

B. Parents Feedback:

Parents and Teachers Association (PTA) meetings are organised twice a year: one in each semester. Notice of meeting is served to parents well in advance usually a week in advance. After the formal function, class-wise meeting is organised in respective classrooms, wherein parents will sit along with their wards to interact with the teachers usually the class-advisors on the following issues:

- Attendance
- First Internal Assessment Marks
- Second Internal Assessment Marks
- Involvement in Cultural and sports activities
- Scholarship related issues
- Discipline inside and outside the classes
- Loan scholarships
- Mid day Meal facilities
- Certificates to claim scholarship
- Critical issues if any

Any positive remarks of the student are appreciated to the parents by the student class advisors and mentors. If there are any critical issues of indiscipline, it will be referred to the Principal. Later it will be resolved through the Student Welfare Officer.

C. Alumni Feedback Analysis

The Alumni Association executive committee meeting and annual general body meeting are held during the course of the year. Notice of meeting will be served to members; for executive committee members a week in advance and for annual general body meeting before 14 days.

The members are asked to present their plans for the development of the institution. Alumni Association meetings serve as an effective forum to obtain suggestions relating to the improvements in the functioning of the college and development of infrastructure. In addition, it also helps in resource mobilization for the association.

An online questionnaire is developed to collect the feedback on the following:

- Admission procedure
- Fee structure
- Environment
- Infrastructure
- Faculty
- Quality of support materials
- Library
- Association projects

- Student's Competency level
- Skills
- Learning experience relevant to the real life application
- Relationship between the course and the career
- Overall rating of the college
- Feelings towards Alma mater
- Your involvement to the development of the college
- Grievances if any

The data collected is consolidated and its reference is made in the executive meetings of the Alumni Association.