



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		ST. MARY'S COLLEGE, SHIRVA
Name of the head of the Institution		Assoc. Prof. Rajan V.N.
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		08202554238
Mobile no.		9449639150
Registered Email		smc_shirva@rediffmail.com
Alternate Email		rajanvn2460@rediffmail.com
Address		St Mary's College
City/Town		Shirva
State/UT		Karnataka
Pincode		574116
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Mr Azil Melwyn Castelino
Phone no/Alternate Phone no.	08202553406
Mobile no.	9341464965
Registered Email	smciqac4@gmail.com
Alternate Email	amelcasattur@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://web.smcshirva.org/iqac/AQAR%202018-19.pdf
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	70.25	2003	16-Sep-2003	15-Sep-2008
2	B	2.87	2010	28-Mar-2010	27-Mar-2015
3	B	2.90	2016	25-May-2016	25-May-2021

6. Date of Establishment of IQAC	01-Jul-2003
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

- Consolidating the post NAAC Accreditation activities.
- Regular interaction with the executive members of the alumni association to organise programmes favouring deserving students
- 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
- Organised field and industrial visits, other outreach programmes

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

Plan of Action	Achivements/Outcomes
To organise Faculty Development Programme	FDPs were organized relevant to teaching and learning
To continue with add on courses	Existing add on courses were continued
To strengthen the relations with the stakeholders	Various extension activities were organized

To promote the admission of students	Various course promotion activities were held
To increase the teachers' competency	Teachers were encouraged to participate in the workshops, seminars and conferences
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	05-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Yes, the Institution is well equipped with a Management Information System which takes care of various activities like admission, attendance, office management, accounts. Online admission process along with online payment facility for students. Internet connection in the library to access the resources. Most of the communication among staff and students takes place through e - Mails and Whatsapp • The college has a LAN through which students, teachers and supporting staff can access the current data base of students, their academic performance and also other academic query. MULinx software is used to student's admission and support it is also used to update the examination details to the university.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The Institute has developed an organized mechanism for effective curriculum delivery through a well-planned and documented process. As an affiliated college to Mangalore University, it follows the scheme and syllabus prescribed by the University. Choice Based Credit System (CBCS) has been implemented across all the UG and PG programmes offered by the college. At the beginning of the academic year a general staff meeting is held in which action plan for the semester is discussed and various duties are allotted to the staff members. A departmental meeting is held in every department in which the topic in the syllabus is distributed among the teachers, number of classes for each is decided according to the syllabus and work load is distributed equally. Teachers prepare unitization based on the subject allotted to them in which they plan for entire semester. Teachers prepare their lectures according to the syllabus allotted and unitization they prepared. Bridge course is conducted to bridge the knowledge gap and to prepare the students for their course. Along with the curriculum equal attention is given to co-curricular activities like NCC, NSS, Rovers and Rangers, Sports, Youth Red Cross. The activities are well planned for each semester. To improve the knowledge all the staff have attended workshops, seminars, conference and presented paper also. A good number of Guest Lectures and industrial experts are taking classes to our students. We have very rich central library with open access system for PG and closed access system for UG. A good number of journals are subscribed by the college. Apart from this we maintain separate departmental library for the benefits of the students. Moreover, e-books and e-journals are accessible through N-List, Infilbnet from the college. The college has a Learning management system for enhanced student centric approach towards curriculum. Various class room teaching methods are regularly used for the effective delivery of the curriculum. This includes chalk and talk method, ICT enabled teaching- learning method. MOU's with various institutions helps the students to learn advanced topics and to improve the skills. Industrial and field visits gives additional weightage to the students' academic excellence. We have different software's to maintain records. Office automation in which we store details of every student and that can be access through the network. Department maintain the detailed records of the classes held, assessments, project reports etc. College administration also keeps a vigilant eye on the results, departmental proceedings, students' needs and also on different activities of the college regarding teaching learning and development in the different methods of effective curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	HEP/ HES	27/04/2019

BCom	Commerce	27/04/2019
BCA	Computer Application	27/04/2019

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

	Certificate	Diploma Course
Number of Students	318	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSW	CD/HR/CP	21
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Feedback provides a sense of engagement and interactivity, and allows learners to take ownership of their learning. Effective feedback shows learners their current level of performance, and lets them know what they need to do to reach a higher level. It's a true focus based on feedback from across the entire organization - customers, clients, employees, suppliers, vendors, and stakeholders. Feedback on the teaching-learning process is received from students as STUDENTS FEEDBACK based on a structured questionnaire framed and approved by the IQAC of the college. One important element is that feedback provides a foundation for positive student and teacher relationships. By providing appropriate feedback, the students understand the teacher is genuinely concerned about them and their education. This component also enhances a student's self-efficacy and provides an avenue for motivation. The questionnaires are provided by the departments and the students can fill in feedback forms and are collected back by the respective faculty members of the department. The questions may range from smaller scale concerns about study strategies to larger scale concerns about concept comprehension and career goals, these questions are all great questions to ask because they allow the institution to refine and adapt its teaching methods to meet the needs and interests of students. The received feedback is then analyzed by the concerned departments and it is also forwarded to the Head of the institution with necessary suggestions based on this feedback. Teachers provide informal as well</p>

as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college. The issues that can be sorted at Institute level are immediately resolved. Certain issues may require further discussion with Management (Eg: infrastructure improvements, purchase etc) and are then brought to the notice of management representatives during College Development Committee meeting. Required action is then taken as advised by the management. Members of anti ragging committee also receive feedback from students through class campaigns. Grievances (if any) and necessary suggestions can be registered to the Grievance redressal cell committee of the college, the cell composition is altered every year at the beginning of academic year. The Alumni feedbacks are also collected with a set of questionnaires prepared by the IQAC. Alumni feedback offer important perspectives for evaluating academic programs and student services. Alumni feedback occupies a prominent position in the strategic development policies. It also helps to improve the accountability of the system Departments receive feedback from parents through parent teacher meetings and discuss different issues related to the overall development of their ward. Bus facility was arranged for day scholar students for attending evening classes. The feedback obtained is used to improve the curriculum and syllabi. Necessary actions are also taken. Listening to and understanding the views and feedback from stakeholders can help shape and improve the overall operations of the teaching learning process.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HEP/HES	70	19	19
BCom	Commerce	150	134	134
BCA	Computer Application	60	35	35
MCom	Finance	60	18	18
MSW	CD	60	5	5

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	288	23	18	6	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

24	24	158	17	1	3
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

To be student-centric, the institutional practice of Mentoring System has been designed and implemented in the campus. It has been observed that some students suffer in silence with their academic, financial, personal, family and career problems. They also keep away from counselling. To help out students in problems and encourage them in their academic and extra-curricular activities for the all-round development, mentoring system will provide a platform of solutions. Thus, rendering equitable service to students of varied academic financial backgrounds is the motto of Mentoring System. The students of a class are divided into groups of 15-40 students. Each group is assigned to a subject teacher of the class who will create a profile of the students of the group assigned. Each student should meet the mentor at least once in a month to review the progress. Counselling on various areas should be done on priority and with concern. Academic Education, Value Education, Emotional Education and Health Education are the main objectives of College Mentoring System. This system is subject to evaluation periodically in the General Staff Meeting and Student's Council Meeting. Any change or addition and deletion for the smooth running of the system can be effected through passing resolution in the staff meetings. IQAC can make suitable suggestions for the further effectiveness of the system. This system is also open for modifications and or substitution in the future. Areas covered under this system are:

- Academic • Extra-curricular activities • Career guidance • Skill development • Discipline • Absence to Classes
- Scholarships • Usage of facilities of the college • Involvement in college programmes • Participation in various Competitions • Inculcating values • Enhancement of Employability • Counselling

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
570	21	1:27

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
14	2	12	0	0

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college is affiliated to Mangalore University, Mangaluru and follows the Examination pattern of the university. Mangalore University guidelines are strictly adhered to with respect to evaluation process. Two internal tests are conducted during every semester as per the Mangalore University regulations. Internal assessment marks are based on two tests. The first test is of one hour duration and the second is of one and half hours duration. The average of the two will be taken as internal assessment marks. Marks of internal assessment are published on notice board for information. The schedules of internal assessments are communicated to students and faculty in the beginning of the semester through institute academic calendar which is prepared based on the university academic calendar. The institute has reformed the continuous internal evaluation system from faculty centric to student centric. The college examination committee has framed guidelines for conducting the CIE in line with calendar of Mangalore University. As per the guidelines, the following reforms have been carried out effectively conducting CIE: Scheduling of Internal Examination, Seating arrangements, exam room invigilators listed for every examination. Preparing the question paper for the internal examination in the prescribed pattern. Scrutiny of the prepared question paper is carried out by HoD Monitoring the attendance of the students for the Examination. Internal Assessment has to be carried out within the stipulated time. After completion of the internal examination, the faculty evaluate the answer scripts and distribute to the students for doubt clarifications or re-correction. Result review meetings are conducted and the remedial actions for further improvements will be taken and also result will be communicated to the parents during Parent -Teacher Association Meetings. For each laboratory sessions, the student is assessed through viva questions, observations. The evaluation for project course is assessed by conducting periodical project reviews covering key parameters like problem formulations, understanding of the project, presentation skills, communication of ideas, technical knowledge, team work and project management. Performance of the students in Internal Assessment is used for Faculties to identify slow and advanced learners in their respective subjects.

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

Two internal tests are conducted during every semester as per the Mangalore University regulations. Internal assessment marks are based on two tests. The first test is of one hour duration and the second is of one and half hours duration. The average of the two will be taken as internal assessment marks. Marks of internal assessment are published on notice board for information. Test may be held only in the case of students who are deputed to take part in NCC/ NSS/ sports and cultural activities or competitions and students seriously sick or hospitalized/ attended last rites of family members inconvenienced by bundhs/ hartals. In all the above circumstances, students at default are required to inform principal or person in charge within 3 days from the date of examination personally along with the parents or if hospitalized through parents only. No telephone calls or any other mode of communication will be entertained and validated in this regard. students indulging in malpractice will be debarred from writing that particular examination and will not be given a re-test.

2.6 – Student Performance and Learning Outcomes

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

<https://web.smcshirva.org/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BA	HEP/ HES	16	15	93.75
Nill	BCom	Commerce	147	134	91.15
Nill	BCA	Computer Application	38	38	100
Nill	MCom	Finance	21	21	100
Nill	MSW	CD,HR	23	23	100
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2.7 – Student Satisfaction Survey

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

<https://web.smcshirva.org/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Library	1
Commerce	1
PG Department of Commerce	1
Hindi	2
PG Department of Social Work	1
English	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	9	3	14
Presented papers	7	2	1	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Rural camp	Rural Camp	Namma Bhoomi, Kundapura	22/02/2020	28/02/2020	11
Orientation visit	Orientation	KMF Mangalore Fr Muller Hospital, St Josephs Prashanth Nivas, Mangalore	21/08/2019	21/08/2019	18
Observational visit	Observational visit	Lamina Factory Nitte	26/10/2019	26/10/2019	12
Observatio	Observatio	Manasa Reh	18/08/2019	18/08/2019	19

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Shri Madhwa Vadiraja Institute of Technology Management, Bantakal Udupi	06/12/2020	Value added training to the BCA students, add on courses on IOT, Big Data, Mobile Application development, Web Application Development etc.	10
Shree Devi Institute of Technology, Kenjar, Mangalore.	07/07/2020	Training in the form of Hands on workshops, project guidance, academic research guidance, skill based training, placement training to BCA students	2
Shree Devi Institute of Technology, Kenjar, Mangalore	07/07/2020	Invite BCA students for technical exhibition technical fest, every year, Day long Cyber security hands on training workshops for BCA students	2
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4.5	4.73

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Laboratories	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased	Newly Added

during the year (rs. in lakhs)	
Classrooms with LCD facilities	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
easylib	Partially	4.3.3	2009

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12996	1789312	298	49471	13294	1838783
Reference Books	13126	1444699	93	29016	13219	1473715
Journals	66	76853	8	8000	74	84853
e-Books	0	0	1	5900	1	5900
CD & Video	311	51844	0	0	311	51844
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	103	54	103	13	0	10	16	50	10
Added	37	11	37	10	0	10	6	50	0
Total	140	65	140	23	0	20	22	100	10

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
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No Data Entered/Not Applicable !!!

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
500000	501199	250000	233881

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

Laboratory: Lab equipments are inspected by lab assistants before the commencement of practical classes and examinations. Users register log books are maintained and the Instruments are used within the proximity of faculty. Electrically sensitive equipment are provided with necessary back up to ensure steady functioning and to safeguard against voltage fluctuations. In case of disruption in power supply, the diesel generator having a capacity of 40 KVA functions as the substitute source. Class rooms: The class rooms are well maintained. Most of the departments maintain department libraries with proper stock and issue register. Computers: The College has a policy of maintenance computer system with the Sys Comp Sales and Services to oversee the maintenance of the Computer Systems. Sports amenities: All Sports amenities are under the in-charge of the Director of Physical Education. Common facilities like Ground, and Multipurpose sports facilities, are provided to the sister institutions on prior request. Library: Library facilities are open to the students. Maintenance and utilization of library resources are done strictly following the library rules. The maximum period of loan for books is tens days. The students can access the reference books in reference section. Total area of the library: 3000 Sq. ft in UG and 1205 Sq.ft · Total seating capacity: 8542 including UG PG · IT zone for accessing e-resources: UGC Network resource centre having four computers with broadband network facility in UG 1 and in PG 7 access points

<https://web.smcshirva.org/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Sports, Endowment Prize, PTA, Academic	89	72650
Financial Support from Other Sources			
a) National	Fee Concession, Sanchi Honnamma, Sriram Charitable Trust, Sultan Chand	500	1497805
b) International	Nil	0	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial

coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Bridge Courses	18/06/2019	113	Nil
English Language Course	03/12/2019	75	Western Institute of Technology, Resource Persons: Mr Jaikishan
Life skills -Yoga Training	15/06/2019	52	Sri Radhakrishna Prabhu, Sri Anantha Raya Shenoy Sri Ln Lancy Corda (Local Yoga Trainers)
Soft skills	25/06/2019	161	Western Institute of Technology, Resource Persons: Mr Jaikishan
Add-on course - Tally with GST	24/06/2019	74	Nil
Add-On Course -Computer Basics	04/09/2019	64	Nil
Awareness on Women Health Issues	11/09/2019	211	Community Health Centre, Shirva
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	NET/ KSET Training Programme	41	0	0	0
2019	Quantitative Aptitude	32	0	0	5
2019	Prerana camp	13	0	0	0
2019	Impossible to possible session	0	165	0	0
Nil	Capital Market Awareness Programme	0	100	0	0
Nil	Sales force skill development	0	118	0	0

	Programme				
2019	Orientation on youth talk	0	383	0	0
2019	Orientation on gamer connect express	0	117	0	0
2019	National communication on skill challenge	0	100	0	0
2019	Recruitment skill awareness programme	0	204	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Diya Systems	5	5	Infosys, TCS, Life essentials, Cognisant, Flexi Biz Services	8	8
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	1	B.Com	Commerce	Bradford Aviation Academy, Bangalore	Aviation
2020	1	B.Com	Commerce	Trisha Classes,	Banking Class

				Udupi	
2020	Nill	B.Com	Commerce	Trisha Classes, Udupi	CA
2020	Nill	B.Com	Commerce	ICAI	CA
2020	Nill	B.Com	Commerce	Srinivas College, Mangalore University	CMA
2020	Nill	B.Com	Commerce	Srinivas College, Mangalore University	CMA
2020	Nill	B.Com	Commerce	NEBOSH	HSC, FIRE & SAFETY
2020	Nill	B.Com	Commerce	Vaikunta Baliga College of law	LLB
2020	Nill	B.Com	Commerce	Dr G Shankar's Women's College, Udupi	M.Com
2020	Nill	B.Com	Commerce	GFGC, KAUP	M.Com
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports	College	484
Cultural	College	260
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold Medal	National	1	Nill	186431084	Deekshith
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5.3.2 – Activity of Student Council & representation of students on academic & administrative

bodies/committees of the institution (maximum 500 words)

Student Welfare Council (SWC) plays an important and active role focussing overall development and concern of the student community. A student council is a representative structure through which students in the college can become involved in the affairs of the college. Every year, a Student Welfare council is formed comprising of two student representatives from every Class. From the Council framed, the final year class representatives are selected as office bearers comprising of a President, Vice-President, Secretary, Joint Secretary, Sports (Men Women). The institution has encouraged the establishment of the decentralised and activity oriented associations and forum where the students were interested in particular activity take initiative and leadership to organise the activity under the guidance of the Principal and Student Welfare Officer (SWO). The student representation is found at the IQAC and other student related committees. The student welfare council plays an active role in the college by providing assistance to the students, looking after their welfare activities and focusing on the overall development of the students. Every year various activities and competitions are organised in the college by the council. After the inauguration of students' council, competitions in connection to Independence Day, teachers day, National Unity Day, republic day celebrations were organised. Various awareness programmes on drug addiction and POCSO Act, Dengue Awareness Jatha in association with District hospital, rotary club and other associations to give awareness about dengue were organised. Students participated in various fests and intercollegiate competitions held in several colleges.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

SMCAA has been offering expertise to the institution so as to help the students to improve their quality of lives and launch their careers. It also plays a significant role in contributing scholarships to deserving students every year. SMCAA is one of the sources of placement opportunities to the students. The association has been helping students get placed at their respective organizations. In the event of an imminent disaster causing property damage, the association extends financial support well in time. Also, it provides financial assistance for supporting ailing students by meeting their medical expenses. The regular conduct of Re-Union and Guruvandana Programme create respectful atmosphere among the teachers, students, parents and the stakeholders. Award distribution ceremony to honour various alumni members for their achievements in various fields has been inspiring the present student community. The Association was registered on 27.12.2017. The Registration No.: DRUD/SOR/136/2017-2018.

5.4.2 – No. of enrolled Alumni:

758

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

2329104

5.4.4 – Meetings/activities organized by Alumni Association :

Executive Committee Meetings: During the year following four Executive Committee Meetings were held: • 01.06.2019 Meeting was held to deliberate on the proposal of the Correspondent Very Reverend Father Denis D'Sa requesting the association to renovate the blown-off roof and to take the necessary decision. • 14.09.2019 Meeting was held to plan out the inauguration of the

renovated College Auditorium to be held on 5th October 2019. • 29.02.2020 Meeting was held to evaluate the inauguration programme of Fr Henry Castelino Auditorium held on 5th October 2019 and to decide on a farewell programme to Prof. Rajan V. N. who was to retire on 30th April 2020. Renovation of the Auditorium: The Association renovated the college auditorium at a cost of Rs. 2077259/- donated by members spread over the world and renamed it as 'Fr Henry Castelino Memorial Auditorium'. The same was inaugurated on 5th October 2019.

Financial Aid: • Rs.146000 donated to Mrs Shalini, alumna of the college to meet the medical expenses of her husband who was suffering from cancer. About Rs.200000 was donated to Mr Rajesh Shetty to meet his medical expenses who was also suffering from cancer. • During the corona pandemic Rs. 10000 was spent to distribute food kits to the deserving students of the college.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Principal of the college is at the top of the organization pyramid. There are different departments in the College. The head is the chief authority in the department. The administrative staff has specific responsibilities and powers related to finance, examination, fee collection, scholarship disbursement, updating ledger entries, and other office maintenance work. They get it approved first by the office superintendent and then by the principal. Library and Physical Education Department take decisions pertaining to their departments. The IQAC monitors the overall functioning of the institution and continually suggests measures to enhance standards. For the smooth conduct of specific and targeted activities, different committees, cells and associations are formed after discussing their need and coordinators for the same are appointed in a democratic way. This is normally done during the last staff council meeting of the previous year so that all get equipped with their duties and responsibilities well in advance. As per the quality guidelines set by the IQAC and directions of the staff council these cells/associations plan their activities, take decisions and carry out programmes throughout the year.

The views of parents are obtained both informally and through the Parent-Teacher Association. Issues of general institutional interest are discussed at the Annual General Body Meeting. There is a functional student's body - 'the Students Welfare Council' in the institution. In every class there are student representatives nominated on consent based academic merit only. Student representatives are a part of the organizational structure of various cells/associations. The students 'council along with the staff advisor discuss the events/activities to be organized and decisions are taken at this level and formal approval is given by the principal.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • 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

<p>Admission of Students</p>	<ul style="list-style-type: none"> • Transparency in admission process is continued and announcement of admission up-dates at the day-end during admission phase. • University norms on admission are strictly followed • Wide publicity for admissions is given
<p>Curriculum Development</p>	<ul style="list-style-type: none"> • 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.
<p>Teaching and Learning</p>	<p>IQAC being the central body within the College monitors and reviews the teaching-learning process regularly. It has designed a structured feedback form on teacher's performance, curriculum and infrastructure. Based on these feedbacks various innovative activities and reforms were introduced. Teachers have the opportunity to improvise their teaching on basis of the student feedback. IQAC coordinator monitors the implementation and suggest improvements. IQAC organizes faculty development programs for teaching and non teaching staff and also encourages the faculty members to attend workshop, seminars, FDPS.</p> <ul style="list-style-type: none"> • 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 practiced to give them pleasure of learning
<p>Examination and Evaluation</p>	<p>1) Reforms in the examination and evaluation process - Online question paper submission - uniformity in the marks of question papers of internal test - display of internal marks for verification by students - end-semester interface meetings with the parents to inform them about the academic performance and attendance status of their wards - Internal flying squad system introduced to uphold the dignity of internal tests.</p> <p>2) Continuous Evaluation System - both teachers and students are subject to continuous evaluation - students are evaluated on</p>

the basis of tests, interactions in the class and general academic performance. Slow learners are given special attention through remedial/ revision classes, provided with additional coaching in needy subjects. • 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

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

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

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

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

E-governance area	Details
Planning and Development	NIL
Administration	MULinx software is used to students admission and support , also in

	examination to the university
Finance and Accounts	NIL
Student Admission and Support	MULinx software is used to students admission and support , also in examination to the university
Examination	EXAMINATION PORTAL MULinx is used to update the examination details to the university.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Technology in higher education	Nil	24/02/2020	24/02/2020	27	Nil
2020	Tech-savvy teaching	Nil	03/07/2020	04/07/2020	396	Nil
2020	Virtual Classes	Nil	04/08/2020	04/08/2020	28	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

0	0	0	0
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>15 days of Casual leave, 30 days of Special Casual leave (Examination, Evaluation) facility per year to the teaching staff ,Duty leaves (OOD facility) to staff members to attend various Training Programmes/ Orientation/ Refresher/ Workshop/Seminar/Exam subject to the existing Government rules, Lady teachers can avail Maternity Leave as per Government rules, Gratuities, Pension and all other Government welfare schemes and measures are given to the staff, FDP, Leave is granted to teachers to participate and present papers in seminars, Celebration of important festivals for the teaching community, Canteen at subsidized food price, Mid-day meal at concession rate, Vehicle Parking Facility, Internet Facility, Encouragement to become the members of Teachers Cooperative Bank, Reserved section at the library for the teaching faculty.</p>	<p>15 days of Casual leave, 20 half pay leave or ten days commuted leave facility per year for non-teaching staff , Duty leaves (OOD facility) to staff members to attend various Training Programmes/ Orientation/ Refresher/ Workshop/Seminar/Exam subject to the existing Government rules, Lady staff can avail Maternity Leave as per Government rules, Gratuities, Pension and all other Government welfare schemes and measures are given to the staff, Gratuities, Pension and all other Government welfare schemes and measures are given to the staff, Celebration of important festivals for the teaching community, Canteen at subsidized food price, Mid-day meal at concession rate , Vehicle Parking Facility, Internet Facility, Reserved section at the library for the non-teaching staff.</p>	<p>Canteen at subsidized food price, Vehicle Parking Facility, Internet Facility, First Aid facilities, Scholarships.</p>

6.4 – Financial Management and Resource Mobilization

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

A well-defined mechanism is in force for financial audit to have discipline and transparency in financial management. The accounts of the institution are subject to Internal and External audit. Internal Audit: The institution regularly conducts an internal audit of its finances. Cash book and ledger accounts are audited by office superintendent twice by verifying vouchers, invoices, fee receipts and counter foils. External Audit: The external audit of the college has been done by M/S Gonsalves and Nayak, Chartered Accountant Kodialbail Mangalore. It is conducted once in a year to examine the maintenance of assets, funds as per rules and regulations. External audit of the college is undertaken by qualified CA and certified statements are submitted to funding/regulatory agencies. External auditor is appointed by the college to

execute the statutory audit. Last audit was carried on 31-03-2019. No major irregularities were found in the audit. The external auditor conducts statutory audit at end financial year. Audit committees of staff for functional areas includes: library, physical education, infrastructure and furniture, stock and file verification reports annually.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
PTA	50000	Mid day meal
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

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

Parent- Teacher Association: PTA has continuously helped the college in various ways. It had contributed towards fee payment of poor students, for NSS annual special camp, to the Rovers Rangers activity, towards PTA Scholarships, to honors the rank holders, for the renovation of college canteen and auditorium.

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

- Support staff efficiency improvement programme on office software was held
- Training programme on tally with GST to the staff of finance section
- Examination related regular training programmes are attended by the staff

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

- Academic Audit
- Appointment of green teacher
- Value inculcation through value education classes and value based talks

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Technology in higher education	24/02/2020	24/02/2020	24/02/2020	27
2020	Tech-savvy	03/07/2020	03/07/2020	04/07/2020	396

	teaching				
2020	Virtual Classes	04/08/2020	04/08/2020	04/08/2020	28
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Orientation to leaders of the cell on their roles in campus	16/06/2019	16/06/2019	16	1
An awareness programme on Drug Addiction, Road Safety and POCSO	20/06/2019	20/06/2019	240	180
Orientation to freshers on the functioning of the cell	22/06/2019	22/06/2019	130	0
Guest talk on the topic "Life is precious - Little is Powerful"	07/08/2019	07/08/2019	23	9
Committee Meeting of Women's Forum, Women Anti-Harassment and Gender Sensitivity Cell	26/08/2019	26/08/2019	24	1
Awareness programme on "Women Health Issues"	11/09/2019	11/09/2019	126	0
Motivational talk on "Where there is a will, there is a way"	01/10/2019	01/10/2019	68	12
Committee Meeting of Women's Forum, Women Anti-	09/01/2020	09/01/2020	16	1

Harassment and Gender Sensitivity Cell				
International Women's Day Celebration	09/03/2020	09/03/2020	230	180
Adolescents problems (MSW Department)	07/11/2019	07/12/2019	65	15
Programme on POCSO Act (MSW Department)	16/11/2019	16/11/2019	16	5
Awareness program on Drug Addiction, Road Safety and POCSO	20/06/2019	20/06/2019	226	152
Guest talk on the topic 'Life is Precious- Little is Powerful'	07/08/2019	07/08/2019	38	22
Awareness programme on Women Health issues	11/09/2019	11/09/2019	118	0
Motivational talk on 'where there is a will there is a way'	01/10/2019	01/10/2019	52	0
Drug Addiction' road Safety and POCSO	20/07/2019	Nill	Nill	Nill
Orientation to Leaders Responsibilities and duties of committee members	Nill	Nill	Nill	Nill
Orientation programme objectives and functioning if the cell	Nill	Nill	Nill	Nill
Summer Camp	Nill	Nill	Nill	Nill
Orientation Programme- Objectives and Functioning of the Cell	Nill	Nill	Nill	Nill

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

Percentage of power requirement of the University met by the renewable energy sources

- Usage of LED lights inside the campus Outdoor lights 4 LED Tube lights 59 LED Bulbs 110 Mercury Bulbs 3
- E waste management followed in the campus Solar energy
- Solar water heater has been installed in the Girls' Hostel.
- Solar Fan is available in the college IQAC room
- 3 Generators of 32KV are available as alternate source.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Special skill development for differently abled students	No	0
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	Nil	13/07/2019	1	A talk on Rain Water Harvesting	Rain water harvesting	186
2019	Nil	1	23/07/2019	1	Autism awareness /sensitization programme/discussion at Manasa Rehabilitation Training Centre, Pamboor	Awareness on autism	29
2019	Nil	1	07/11/2019	1	Adolescents problems	Adolescence Programme	85

					at Shri Narayana Guru High School, Padubelle		
2019	Nil	1	16/11/2019	1	Child Right and POCSO Act at Hindu Hr. Pry School, Shirva	POCSO	155
2019	Nil	1	16/08/2019	1	Child Rights and Child Abuse awareness programme at Near BEO Office, Udupi	Child abuse	9
2019	Nil	Nil	31/08/2019	1	Shramadhan	Cleanliness	187
2019	Nil	1	23/11/2019	7	NSS annual special camp at High school section, Govt first grade college, Thenkanidiyur	Annual NSS Camp	111
2020	Nil	1	08/02/2020	1	Blood donation camp by KMC Blood Bank Manipal. Volunteers donated blood	Blood donation	54
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students hand book	29/06/2019	<ul style="list-style-type: none"> Aided Faculty members are guided by KCSR rules and management staff are guided by management rules In the opening

page students will have to fill in their general information. This is followed by the College Prayer, College Anthem, Brief History of College and Management, Vision, Mission Statement, Objectives and Emblem of the college. The courses offered with system of credits for each semester are given in detail. Add-on courses , faculty, details of committees/clubs/associations with in charge staff, Rules pertaining to college timings, Attendance, Leave, Discipline, Cell phones, Ragging, Examinations, Library, Book Bank, Dress code, Vehicles and College Calendar is explained in detail. The college strictly adheres to the rules and the system given in the hand book for functionally effectively.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Awareness PrograChild Right and POCSO Act	16/11/2019	16/11/2019	155
Child Rights and Child Abuse awareness programme	16/11/2019	16/11/2019	9
Value education	20/06/2019	20/06/2019	465
National consumers day	23/12/2019	23/12/2019	446
Human rights awareness programme	04/01/2020	04/01/2020	6
Vishwa Vijetha	05/02/2019	05/02/2019	421
Blood donation	08/02/2020	08/02/2020	54
A Rally on Dengue fever awareness program	15/08/2019	15/08/2019	311
Voters awareness programme to the parents	23/09/2019	23/09/2019	225

Awareness programme on NVSP and EVP	01/10/2019	01/10/2019	186
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Awareness programmes on Rain Water Harvesting • Awareness programmes on Solid, Liquid and Waste management • Programmes like sapling distribution, vanamahotsava are conducted under green teacher forum • Activities like Bio rangoli competition, Best out of waste is conducted in the college. • Shramadan is conducted for the NSS, NCC and Rovers and Rangers students • Reduced use of Plastic in the campus • Reduced use of paper in the campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice: Financial Assistance to Students Objective of the Practice: The main objective of this practice is to provide financial assistance to deserving and meritorious students. Since most of the students come from financially weaker section they find it difficult to afford the higher education. Students find it difficult to manage their personnel expenses and college fees. Many of the students work outside, by skipping the regular classes for mobilizing the money for their living. In order to overcome this and provide equal opportunities to all the students this facility is been provided. The main intension is to provide proper education for the deserving students to achieve their educational goals. The Context: The college is situated in a rural area. Students join the courses are from different socio-economic backgrounds. All the students who take the application forms do not return them to the college as they are incapable of paying the fees. Such students need financial support for enabling them to realize their educational goals. Pursuing this, college has instituted scholarships to make higher education affordable to all. The challenging issue was to find the students who are really in need of the financial assistance. Students who are capable to reach their educational goals and are worth of this financial help. Availability of the funds is also an issue of concern. Scholarship was provided for the deserving students. Many philanthropists help the students as well as the institution in this regard. The staff members of the college also help the students financially for their education based on their performance in the examination. The Practice: At the beginning of the academic year all students are required to submit applications for various courses and students wanting financial help are required to attach an income proof at the time of admission. The Admission Committee of the college not only verifies the document submitted by them but also ascertains their economic background by interviewing. Based on this, A list of students eligible for assistance is prepared and the funds donated by Alumni Association, PTA, Philanthropists and the interest accruing from the permanent scholarships instituted is disbursed to the deserving cum meritorious and students. Fee concession is also provided for the students. The students are made to apply for the scholarships available for them such as: • Sanchi Honnama Scholarship to women students • Govt. of India Post Matric Scholarship to SC and ST Students • Scholarship for poor and disabled students by Sri Ram Charitable Trust, Mudradi, Karkala, Scholarship for poor students with merit instituted by Wilfred MArtis in the name of parents Lawrence Martis Terry Martis. • Anthony Salvadore Barboza Scholarship to economically backward catholic students instituted by Kum. Lenny Barboza • Prof. Pascal Walter D'Sa Endowment scholarship for meritorious poor students for Bcom course • Govt. of India post metric scholarship for minority students • Scholarships for poor students instituted by Prof. Rathnavathi Leena Ferrao Late Maurice Ferrao And

Christine Ferrao Students are guided personally, to apply for different scholarships in the college. Students belonging to SC/ST groups are made to apply for scholarship in SSP portal and Minority group students are guided to apply for minority scholarship. The Alumni association play a key role in this regard. They are also given free Add on courses such as Basic Computers and Soft Skills to empower and enhance their employability. Some of the students also pursue higher education. Class Teachers and Mentors play a dominant role in the implementation of the practice. A little helping hand make will make a huge difference in once life. The college always strives for the benefit of the students and their future. The evidence of success shows the benefit of this service every year. Evidence of Success: • The college has distributed Rs. 20,97,141 worth of 11 different scholarship, fee concessions and endowment prizes to 374 students • The Alumni association has contributed scholarship amount of Rs.1, 05,845. • 196 students including SC/ST applied for scholarship in SSP portal and 136 Students applied for minority scholarship. Problems Encountered and Resources Required Despite all-round efforts to collect information on economic background of the students, authenticity of the information is a problem. Finding the right student for the financial assistance process will begin at the admission stage itself. After the admission committee verifies the document of the student. The teacher or mentors of the class will the gather information about the financial status of the student during mentoring process. Best practice 2 Title: Computer Literacy Programme The Objectives: The provision of computer literacy programme in intended to upgrade the skills of the students. The major intension is to reach out those students in specific who are from challenging socio-economic background. The current course aims at helping the students to skill up along with those students who already have access to system and have the knowledge about the same. We ensure that the students are taught from basics and are motivated to learn from zero. This course helps the students to be efficient to suit the job market. The initiation started from the year 2009 and still in practice. The context: The challenging issues that are needed to be addressed in designing and implementing this practice are: The Space: While designing computer literacy programme the first concern was the proper space to be provided to accommodate the students for this course. Computer lab of BCA department located in ground floor was found more suitable for this purpose. The Time: Since the time table of BCA students were full form morning 9.45Am to 3.30 PM, It was not easy to conduct the classes in these hours. So for this purpose the timing were shaped before the beginning of regular classes i.e. at Zero hour (Morning 8.45-9.45) and in evening 3.30PM to 4.30PM. The Resources: Another challenging issue were the number of computers in the computer lab. To overcome this challenge Batches were made for the students to attend the classes so that no students are deprived from the use of computer facility. The Practice: 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 (20 hrs) throughout the academic year. 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. The main aim of the course is to train the students who are computer illiterate to computer literates and also to meet the industry requirements and face the global challenges. We conduct the computer literacy programme in two ways. 1) The 'Basic Course' on computers which is beneficial for the students who are not aware of using computers. 2) The 'Computer Accounting Course' 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. The classes were conducted before the commencement of the regular classes (Zero hour) and after the completion of regular class (evening) in order to avoid the conflict with regular time table of BCA students. Since the students come from rural areas

travelling early to the college was very challenging for them due to lack of public transport. But the students make the point to attend the classes regularly. The classes were taken in the computer lab (BCA lab). The software required for the course was installed in the lab. Batches were created for the students in order to adjust in the lab. In order to evaluate the student's progress two examinations are conducted. Grade system is followed for this purpose. Certificate distribution Programme is conducted for their achievements. Number of students enrolled: 138 Evidence of Success: Our intention is to provide 100 percent computer literacy for the students. The significant thing for a student is after completing this course is they can access the computer anytime and anywhere in the world. Students undergone the Basic computer literacy programme are made capable to operate the computer and use the MS office. Tally course is used everywhere and in every trade it is useful. Since the certificates are provided by the institution the chances of employment have increased. This is also useful for the students who opt for Hardware and networking related jobs after the completion of their graduation. Problems Encountered and Resources Required: Since the classes were conducted early in the morning before the beginning of regular classes, some students find difficulty due to lack of public transport facility available in this area. Despite of this trouble students make the point to attend the classes regularly. The Faculty members were from the BCA department of the college they made a point to adjust the classes for both BCA Students as well as the Computer literacy programme students. Regardless of all students are given proper guidance since from the beginning so that they are familiar with the computer and its functioning.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://web.smcshirva.org/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

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 by 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. True to its vision and mission the college has enabled the rural youth who were deprived of higher education because of poverty and lack of affordability to have higher education. The college has also introduced the following capability building Add-on courses to enhance their employability skills such as: 1. Certificate course on Computer Basics 2. Certificate course on Soft Skills Training 3. Certificate course on Beautician Course 4. Certificate course on Tally with GST Certificate course on Computer Basics Tally with GST College has introduced add on course on computer literacy in the year 2009 with the aim to train the rural youth who are from the families of agriculturist, daily wage workers and backward classes with less focus on computer knowledge. With the introduction of GST, to impart the practical knowledge of indirect taxation system, college has also started certificate course on tally with GST from the academic year 2017 onwards. Certificate course on soft skills Training The college introduced Soft Skills Course with the following objectives • To give students a realistic perspective of work expectations • To create a desire to fulfil individual goals • To build the capacity of comprehensibility among students • To prepare the students to be successful in job market Certificate course on Beautician Beautician Course is conducted for the lady students of first year with the aim of promoting

women entrepreneurship. Special Employability support courses In addition to these add on courses, special employability support courses are also provided by the college to enhance the students employability skills. KSHAMATHA Programme College has signed MOU with Kshamatha U-Getin, an undergraduate employability training and placement initiative programme of World Konkani academy Mangalore. The students of our college have undergone a training of 40 hours at World Konkani Centre, Mangalore during vacation.. ICT Academy Programme The college is a member institution of ICT Academy which is an initiative of Government of India in collaboration with the state government and industries. The aim of the programme is to train the higher education teachers and students, there by extensive developing the next generation teachers and industry ready students. The faculty Development Programme on Emotional Intelligence was organized in the college to understand the significance of emotional intelligence at workplace and learn how to improve emotional intelligence. Academic speech craft Corporate Speech Craft Academic and corporate speech craft course has been introduced in the year 2018 which develops a platform to bring positive thought pattern, gain confidence, improve behaviour, and learn better communication Competitive exams and banking training The college introduced add- on course on quantitative aptitude and test of reasoning to train rural youth to meet the global challenges through effective training.

Provide the weblink of the institution

<https://web.smcshirva.org/>

8.Future Plans of Actions for Next Academic Year

The future plan includes • Increase student Strength By visiting the nearby colleges during the end of the academic year to highlight the facilities available in our college (including scholarship, mid day meal for poor students, NCC , NSS and Rovers and rangers etc) • Increase the number of Ranks in University Examinations - By taking special attention to the meritorious students. • Achieve excellent Results in University Examinations - Remedial classes, demonstrations, seminars updating the knowledge, talks by resource person etc • Increase Scholarships - With the support of alumni association and accumulating a carpus fund to help poor and needy studetns. • Increase Teachers Participation in faculty development programs like seminars, work shops etc. • Increase Extension activities • Increase MoUs • Flagship programs • Programs in support of Government schemes • National Festivals • Improvement of library • Enhancement of Infrastructure