

\*

**Shivaji Arts & Commerce College, Baad,  
Karwar**

**Annual Quality Assurance Report**

**(AQAR)**

**Of**

**Internal Quality Assurance Cell**



**For the Year 2012-13**

Report submitted by: ***Internal Quality Assurance Cell (IQAC) Shivaji Arts & Commerce College, Baad, Karwar (U.K.) – 581304.***

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year

2012-2013

### 1. Details of the Institution

1.1 Name of the Institution

Shivaji Arts and Commerce College

1.2 Address Line 1

Baad

Address Line 2

City/Town

Karwar

State

Karnataka

Pin Code

581304

Institution e-mail address

shivajikwr@rediffmail.com

Contact Nos.

08382-225241

Name of the Head of the Institution:

Dr.P.P.Anvekar

Principal

Tel. No. with STD Code:

08382-225241

Mobile:

9902495027

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:   
*(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

1.5 Website address:

Web-link of the AQAR:

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	75.85	February 2005	February 2010
2	2 <sup>nd</sup> Cycle	B	2.74	April 2012	April 2017
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

1.8 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 \_\_\_\_\_ (DD/MM/YY)

### 1.9 Institutional Status

University	State	Central	Deemed	Private
Affiliated College	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
Constituent College	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Autonomous college of UGC	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Regulatory Agency approved Institution		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

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

Type of Institution	Co-education <input checked="" type="checkbox"/>	Men <input type="checkbox"/>	Women <input type="checkbox"/>
	Urban <input type="checkbox"/>	Rural <input checked="" type="checkbox"/>	Tribal <input type="checkbox"/>
Financial Status	Grant-in-aid <input checked="" type="checkbox"/>	UGC 2(f) <input checked="" type="checkbox"/>	UGC 12B <input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing <input checked="" type="checkbox"/>	Totally Self-financing <input type="checkbox"/>	

### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

B.C.A self financed

### 1.11 Name of the Affiliating University (*for the Colleges*)

Karnatak University Dharwad

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## **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

2.11 No. of meetings with various stakeholders:  Faculty   
 Non-Teaching Staff  Alumni  Others

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

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

All academic and co-curricular activities were conducted under IQAC:

- In collaboration with Kotak Mahindra a workshop on 'Environment Awareness' program was conducted on 15<sup>th</sup> July 2012.
- In collaboration with Rotary Club Karwar a workshop on 'Aids Awareness' was arranged on 4<sup>th</sup> August 2012.
- In collaboration with IEMS Dharwad one day workshop was organized on 'Pre-Placement Training' on 18<sup>th</sup> February 2013.
- In collaboration with the Azad youth Club, Karwar the blood donation camp was conducted on 9-8-2012 at civil hospital, Karwar.

2.14 Significant Activities and contributions made by IQAC

All academic and co-curricular activities were conducted under IQAC.

IQAC monitors the activities of various committees.

IQAC encourages the teaching faculty to engage in research activities.

It prepares report regarding the activities conducted in the college.

### 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
Done	Satisfactory

2.16 Whether the AQAR was placed in statutory body

Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

In the management meeting the plan of action of IQAR was placed and it was accepted.

## Part – B Criterion – I

### 1. 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	-	-	-	-
PG	-	-	-	-
UG	02	-	01	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	02	-	01	
Interdisciplinary				
Innovative				

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

#### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	NA
Annual	NA

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*

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

New Syllabus is framed in Kannada, Hindi and English by KUD. Inclusion of new concepts in other subjects.

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	Associate Professors	Professors	Others
12	06	06	-	-

2.2 No. of permanent faculty with Ph.D.

03

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
6	-	6	-					12	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

03

-

08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	01
Presented papers	-	-	-

Resource Persons	Nil	Nil	Nil
------------------	-----	-----	-----

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

Interaction Method, Group Discussion , Student Seminar, Use of ICT in teaching learning process.

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

190

2.8 Examination/ Evaluation Reforms initiated by the institution

With the introduction of semester system the Karnataka University has made two I. A. tests compulsory. Surprise class tests are conducted. Assessed answer scripts are returned with suggestions for improvements. Tutorial classes are conducted. The students are asked to write assignments regularly. Special coaching classes are engaged for slow learners. Fast learners are advised to use other materials available for reference.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

02

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.A. III	56	23	18	-	08	87.5
B.Com III	104	44	50	3	-	93.26
BCA III	43	37	06	-	-	100

Mr.Suraj Perera & Ms.Sreedevi Vernekar scored 100 out of 100 in semester ending exams

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

IQAC has an important role in the development of the teaching and learning process. The performance of the teachers are evaluated by the students at the end of the academic year. Slow learners are identified at remedial classes are conducted.

2.13 Initiatives undertaken towards faculty development :

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	01
Faculty exchange programme	01
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others –BOE	01

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	1	02	NIL	-
Technical Staff	-	-	NIL	02

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC promotes faculty members to register for Ph.D. course. Special leaves are sanctioned to attend the course work, conference and seminars.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	06	02	Nil	-
Outlay in Rs. Lakhs	-	-	Nil	-

#### 3.4 Details on research publications

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

#### 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
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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	-	-	-	-	06
Sponsoring agencies	-	-	-	-	Self financed

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	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

1

6

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

Prof. A. M. Naik of Pol. Science Dept. is presently pursuing her doctoral research studies on "Political Mobilization in 2008 Assembly Elections in Karwar". She attended Ph.D. Course work.

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

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

3.25 No. of Extension activities organized

University forum	Nil	College forum	02		
NCC	02	NSS	02	Any other	Nil

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

**The activities of the union & gymkhana** were inaugurated by Mr.K.V.Kamat, Senior Manager, Canara bank, Karwar. The union and gymkhana activities provide ample opportunities to groom those hidden talents of students. Special care is taken to frame the personality of students to suit the changing world. While doing so the college conducted the following activities during 2012-13.

- ❖ On 10-07-2012, Ms. Mabel Furtado of B.Com. final participated in Voice of Karnataka, organized by E T.V. and selected for the final round .
- ❖ On 15-07-212, Mr.Balan of Kotak Mahindra conducted one day workshop on environment awareness.
- ❖ On 20-07-2012,Mr.Ramesh of Hindustan petroleum presented talk on “Better use of Gas’ . .
- ❖ On 25-07-2012, July our students participated in “Blood Donation Camp” organized by Bharat Vikas Parished”.
- ❖ On 04-08-2012 , our staff and students attended one day workshop on “ Aids Awareness” Programme conducted by Rotary Club Karwar.
- ❖ On 08-08-2012, Prof. A.G.Kerlekar presented talk on “Quit India Movement” at Rotary hall Karwar,the event was organized by Jana Shiksha sanstana Karwar.
- ❖ On 05-09-2012, students arranged “Teachers day” and felicitated their teachers. Students and teachers expressed their opinion about teaching profession .
- ❖ On 07-09-2012, ‘Ladies department’ of our college invited Purnima Desai an International Tourist to present a talk on “Women & tours”.
- ❖ Hindi day was celebrated on 14-09-2012 by Hindi department .
- ❖ On 15-09-2012, Mr. Anandrao of ‘ Vidyaposhak’ of Dharwad, presented a talk on Pre placement.
- ❖ On 27-09-2012, World tourism day was celebrated . Mr Maruti Rane of Premier of hotel presented a talk on “Employment opportunities in tourism”.

- ❖ On 02-10-2012, Gandhi Jayanti was celebrated as 'shramadan day'. Students recited songs and bhajans. Prof.P.N.Savant, Prof .J.M.Rane & Prof.T.N.Harikantra spoke on Gandhi's principles.
- ❖ On 6<sup>th</sup> October 2012, Mr. Neetu Joy of Wipro company visited our college and presented a talk on 'Career in IT Sector'.
- ❖ On 1<sup>st</sup> November 2012, our students participated in "Rajyotsava day" celebration.
- ❖ On 5<sup>th</sup> November, our students visited Stock market. Mr.Ankolekar addressed our students.
- ❖ On 12<sup>th</sup> November 2012, the faculty of Franklin visited our college and conducted placement test.
- ❖ On 14<sup>th</sup> January 2013, "National Youth Week" was conducted by our NSS Unit . Essay and singing competitions were conducted.
- ❖ On 16<sup>th</sup> January Dr.Qutubudin addressed on topic 'Life Skill'.
- ❖ Mr.Ravikumar & Mr.Ichalkalanji , faculty of GSIT addressed the students on the topic 'Communication Skill'.
- ❖ On 26<sup>th</sup> January 2013, Republic day was celebrated. Our NCC cadets got first place in march past.
- ❖ On 2<sup>nd</sup> February 2013, our students participated in Inter Collegiate Elocution Competition organized at Mahasati college,Ulga. & won 2<sup>nd</sup> prize.
- ❖ On 9<sup>th</sup> February 2013, our students participated in the campus placement by INFOSYS at BGVS college, Sadashivgad. & three students were selected.
- ❖ On 9<sup>th</sup> February 2013, Dr. Vahini Naik of Ayush presented a talk on 'Home Medicine'.
- ❖ Prof.Anjali Rane, H.O.D. , B.B.A.section, Govt.college, Karwar, spoke on 'How to face interview'.
- ❖ On 22<sup>nd</sup> & 23<sup>rd</sup> of March 2013, we conducted two days 'Industrial Tour & Field Visit' to Dharwad. Students visited industrial units like 'Parle G' , 'KMF' & 'Akshay patra'. They also visited educational institutions like Karnatak University Dharwad & MBA schools of Hubli & Dharwad.

## **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	20,537.62sq.mts	9.917sq.mts.	Management	20,546.54sq.mts.
Class rooms	09	Nil	Management	09
Computer Lab.	01	Nil	Management	01
Seminar Halls	01	Nil	Management	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil	Nil	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil	Nil	Nil
Others-Library	01	Nil	UGC Fund	01

#### 4.2 Computerization of administration and library

Admission is computerised , CCTV has been established everywhere in the college building .Email facility and Wi-fi broadband internet facilities have been provided to the cubicals.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17,138	15,68,960	107	11,537	17,245	15,80,497
Reference Books						
e-Books						
JournalsMagazines						21,013
e-Journals						
Digital Database						
CD & Video	08	3000=00	02	500=00	10	3500=00
Others (specify) Donated Books					3000	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Laptop	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	30	03	01	-	02	04	-
Added								
Total	40	30	03	01	-	02	04	-

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

Network Technology is already there in the library and the office. Under the financial assistance of UGC, we established the College Network Resource Center – the better way of gaining knowledge for sharing of data stored in the server with the authentication facility provided to students. The centre has provided internet facility to all the departmental cabins.

4.6 Amount spent on maintenance in lakhs :

i) ICT	25000/-
ii) Campus Infrastructure and facilities	2100000/-
iii) Equipments	--
iv) Others	--
<b>Total :</b>	2125000/-

**Criterion – V**

**5. Student Support and Progression**

### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

A printed copy of prospectors is provided to all the students at the time of admission. This booklet provides information's about college rules, regulations, fee structures and other amenities. Orientation programme is conducted for fresh students soon after the admission.

Feedback system is designed to get student feedback on teachers.

Financial assistance is extended to economically poor students.

### 5.2 Efforts made by the institution for tracking the progression

The highly merited students and University Blues in sports are felicitated and given cash prizes.

Campus Selection programme are conducted to help student to get good employment.

Teachers are encouraged to take initiative for research.

Special coaching is given to Kabaddi players.

Special coaching is given to face competitive examinations.

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
485			

(b) No. of students outside the 

Nil
-----

 state

(c) No. of international students 

Nil
-----

Men

Women

	Last Year		This Year										
	No	%	Last Year				This Year						
General	12	24	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
	137	-	14	-	286	-	437	129	20	00	336	-	485

Demand ratio 100%

Dropout % Nil

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

Conducted work shops and seminars on personality development communication skill and career opportunities.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	13

5.6 Details of student counselling and career guidance.

Student counselling is done by mentors.

Ladies cell functions effectively to solve the problems of the girls.

Career guidance cell motivates students to participate in competitive exams.

It organises workshops & training programs.

It organises campus recruitment programs.

Students are given guidance regarding campus interview which takes place outside institutions

No. of students benefitted

13

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
03	80	13	Excluding the higher study aspirants the other students are placed in local firms.

5.8 Details of gender sensitization programmes

Competitions like essay, elocution, G.K., singing and rangoli were conducted commonly for boys and girls.

5.9

Equal opportunity is given to all to compete for college election.

State/ University level

15

National level

03

International level

--

Pooja Naik, Gourishwari Naik and Shruti Surangekar were selected as University Blues in Kabbadi. They represented Karnatak university in the inter university tournament.

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  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	10	20,000=00
Financial support from government	58	60715=00
Financial support from other sources	15	30,000=00
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

Blood donation camp, beach cleaning programme, distribution of sweets to patients in District hospital and remand home.

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**

To be pioneers in uplifting the downtrodden and inspiring the talented students to render their best to the nation and mankind as a whole.

**MISSION**

- To harness the potentials by imparting quality education in Arts, Commerce & Computer Application by awakening their aesthetic sense, inculcating entrepreneurial skills and igniting the hidden powers to face the challenges of the modern competitive world.
- To foster the employability skills among students.
- To strive towards their cultural and ethical upliftment.
- To develop creativity in thought and approach.
- To create an academic environment conducive to quality teaching, learning and research studies with timely training programs.
- To provide access to excellent higher education for the youth.

6.2 Does the Institution has a management Information System

yes

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

6.3.1 Curriculum Development:

It is the responsibility of the university to frame the curriculum. New syllabus has been introduced by the Karnataka University for semester course. From 1<sup>st</sup> Sem. to 4th Semester, mandatory papers like Indian Constitution, Environmental studies, Human rights, Personality Development and Computer Application for Arts and for commerce students. Indian Constitution, Computer Application, E.D.P. and Business Communication have been introduced.

6.3.2 Teaching and Learning

The different methods of teaching learning used are lecture method, seminar, powerpoint presentations, assignments, question answer sessions, group discussions, five minutes talk on topic of their choice, student projects, practical experiences such as visit to courts, banks, industrial centres etc

### 6.3.3 Examination and Evaluation

With the introduction of semester system the Karnataka University has made two I. A. tests compulsory. Surprise class tests are conducted. Assessed answer scripts are returned with suggestions for improvements. Tutorial classes are conducted. The students are asked to write assignments regularly. Special coaching classes are engaged for slow learners. Fast learners are advised to use other materials available for reference.

### 6.3.4 Research and Development

Research is the major activity of the college. The research cell motivates faculty and students to take up research projects. As a result the teachers have deployed themselves in one or the other research activity. At the same time groups of students are assigned with small project on market survey, Voters survey etc.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Each department uses ICT as a learning resource. Maintenance of infrastructure is looked upon by the management and administrative staff.

### 6.3.6 Human Resource Management

Students are the major human resource. NCC, NSS ,Sports director and Student Welfare Officer and mentors guide the students. Through these units students are motivated to involve themselves in different types of activities of social responsibility.

### 6.3.7 Faculty and Staff recruitment

Recruitments are done as per the government norms.  
Temporary appointment is made by management.

### 6.3.8 Industry Interaction / Collaboration

To gain practical knowledge students visit the industries and stock exchange market

6.3.9 Admission of Students

Students are admitted on the basis of past academic records. Since the college is an aided institution admission of the student is done as per the government norms

6.4 Welfare schemes for

Teaching	Management assistance in case of emergency. ----
Non teaching	Management assistance
Students	Staff Council maintains a contributory fund to help the needy students.

6.5 Total corpus fund generated

25,000=00

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	Yes	Management	Yes	IQAC
Administrative	Yes	External private audit	Yes	Management

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

For UG Programmes    Yes     No

For PG Programmes    Yes     No

6.9 Whether the University/ Autonomous College has implemented any Reforms?

The office of the registrar of evaluation has computerised the entire examination system. Online examination, online registration uploading internal assessment marks are common.  
  
The students get hall tickets, marks statements online.



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

The university provides all necessary support and guidance to the college in this regard .

6.11 Activities and support from the Alumni Association

The Alumni is the real asset of our college. Our Alumni Association conducts meetings periodically. The association supports and helps our activities. The alumni, who are in teaching profession act as judges to various union activities conducted in the college and those who were outstanding sportsmen in their college days assisted us in conducting sports activities.

6.12 Activities and support from the Parent – Teacher Association

Parents-Teachers Association of the college is co-operative towards the college affairs. The parents meet the teachers during admission, parents meeting and college functions. They support the activities of the college and at times they even act as donors.

6.13 Development programmes for support staff

Orientation programme is conducted regularly.  
Yoga, picnic and sports activities are regularly conducted. All the support staffs are computer literates now.

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

Use of plastic bags is prohibited in the college campus.  
Lawns and gardens are maintained.

## **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.

The mentor system has been introduced this year. The class in-charge acts as mentor. They monitor the overall academic progress of the students. They act as friend, philosopher and guide to the students. redress the grievances of the students.

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

The plan of action conceived during the beginning of the academic year has been successfully initiated and completed with the help of different stake holders

7.3 Give two Best Practices of the institution

1. Enhancing communication skill of the students by providing opportunity for program compering, 5 minutes talk on topic of their choice, etc.
2. Earn while you learn .

7.4 Contribution to environmental awareness / protection

Conducted vanamahotsava .  
Plastic free campus.

7.5 Whether environmental audit was conducted?      Yes                  No

7.6 Any other relevant information the institution wishes to add.

**The management purchased the private land .which was at the centre of college campus by paying a heavy price to fulfil one of the NAAC recommendations.**

IQAC regularly analyses the feedback taken from its stake holders :

- 1.To facilitate SWOT Analysis.
2. To help the faculty to enhance the quality of its activities.

Organizing lectures to coach students for competitive exams.

Organizing lectures to coach students for placements.

Organizing "Campus Selection Programs".

Nurturing cultural talents of students by providing ample opportunities.

LIII

*Annexure 1*

***Shivaji Arts & Commerce College, Baad, Karwar***

***Calendar of Events 2012-13***

MONTH	DATE	ACTIVITIES
JUNE	18-06-2012	Commencement of College
	19-06-2012	Fresher's Day(B.A.,B.Com.,B.C.A.students)
	28-06-2012	Art Exhibition
JULY	16-07-2012	World Population Day
	21-07-2012	Anti-Drug Awareness Program
	28-07-2012	Save Energy Program
AUGUST	04-08-2012	College Election
	15-08-2012	Celebration of Independence Day
	18-08-2012	Vana Mahotsava
	Last Week	Internal Test
SEPTEMBER	First Week	Inaugural Function
	05-09-2012	Teachers' Day Celebration
	08-09-2012	Singing Competition
	14-09-2012	Hindi Day Celebration
	27-09-2012	World Tourism Day Program
	Last Week	Internal Test
OCTOBER	02-10-2012	Gandhi Jayanti Celebration

	06-10- 2012	Essay Competition
	08-10- 2012	World Heart Day Program
	11-10- 2012	Visit to Stock market
	12-10- 2012	Visit to Court
	13-10- 2012	Visit to Bank
	16-10- 2012	Last Working Day
NOVEMBER	17-10-2 012 To 30-11 -2012	MID TERM VACATION & COMMENCEMENT OF SEMESTER EXAMS
DECEMBER	03-12-2012	Commencement of Second Term
	08-12-2012	Elocution Competition
	15-12-2012	Ladies Department Program
	22-12-2012	N.S.S. Program

JA NUARY	05-01-2013	Visit to Industrial Centre
	12-01-2013	Visit to historical place
	17-01-2013	General Knowledge Competition
	26-01-2013	Republic Day Celebration
	30-01-2013	Youth Day Celebration
FE BRUARY	First Week	Internal Test
	8 <sup>th</sup> &9 <sup>th</sup> February	Annual Sports
	16-02-2013	Drawing Competition
	25-02-2013	Health Awareness Program
M ARCH	First Week	Internal Test
	08-03-2013	World Women's Day Program
	Second Week	Annual Social Gathering
	20-03-2013	Aids Awareness Program

	28-03-2013	Farewell Function for B.A., B.Com.,B.C.A. students
AP RIL	01-04-2013	Last working day
	02-04-2013 To 15-05-2013	SUMMER VACATION & COMMENCEMENT OF SEMESTER EXAM

## Annexure 2

### Shivaji Arts & Commerce College, Baad, Karwar

#### Student Feedback 2012-13

<i>Sl.No</i>	<i>Name of the Faculty</i>	<i>Department</i>	<i>Feedback Score %</i>
1	<i>Dr. P.P.Anvekar</i>	<i>Commerce</i>	<i>92.1</i>
2	<i>Prof. A.G.Kerlekar</i>	<i>Economics</i>	<i>95.1</i>
3	<i>Prof. A.M.Rane</i>	<i>Hindi</i>	<i>95.3</i>
4	<i>Prof. P.N.Savant</i>	<i>Commerce</i>	<i>94.2</i>
5	<i>Dr. A.S.Rane</i>	<i>Commerce</i>	<i>95.1</i>
6	<i>Prof.J.K.Nayak</i>	<i>English</i>	<i>88.0</i>
7	<i>Prof.J.M.Rane</i>	<i>History</i>	<i>86.6</i>
8	<i>Prof.A.M.Naik</i>	<i>Political Science</i>	<i>92.9</i>
9	<i>Dr.B.H.Dodmani</i>	<i>Hindi</i>	<i>90.7</i>
10	<i>Shri T.N.Harikantra</i>	<i>Physical Education</i>	<i>95.3</i>

## Annexure 3

### 7.2 Action Taken Report (Criterion VII)

- ✓ Organised Environment awareness program.
- ✓ Organised Aids awareness program.
- ✓ Conducted Pre-placement program.
- ✓ Conducted blood donation program.
- ✓ Conducted special classes for slow and fast learners.
- ✓ Mr.Suraj Pereira & Ms.Sridevi scored 100 out of 100.
- ✓ Organised seminar on Saving natural resources for better future.

- ✓ Organised seminar on Tourism and Employment opportunities.
- ✓ Organised seminar on Personality development and Communication skill.
- ✓ Conducted workshop on Career guidance.
- ✓ Conducted seminar on 'Aviation as career' & 'Home medicine'.
- ✓ Conducted 'National youth week'.
- ✓ Organised study tour to Dharwad.
- ✓ Encouraged the teaching faculty to involve themselves in research and development program.
- ✓ Produced three women university blues in kabbadi.

### **7.3 Best Practices**

- Cash prizes to University Blues and those who score 100/100 in semester ending examinations.
- Encouraging the students to enhance their communicative skill by providing opportunity to comper, talk on topic of their choice, etc.
- Earn while learn.
- Blood donation camp.
- Mentor /Tutor ward system.
- Building rapport with Alumni.
- Career oriented program.
- Special coaching for competitive examinations.
- Awareness regarding career opportunities.
- Remedial coaching for slow learners.
- Industrial visits, panchayats, etc.
- Induction program to freshers and farewell to out going students.
- Felicitation to achievers- present students, faculty and alumni.

*Prof. J.K.Nayak*

*The Coordinator, IQAC*

*Prof. A.G.Kerlekar*

*Chairperson, IQAC*